

Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

[Store Name]

[Store Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as Retail Associate at [Store Name], effective [Last Working Day, typically two weeks from today's date].

It has been a pleasure working with such a dedicated team and serving our customers. I appreciate the opportunities for professional growth and the invaluable experiences I have gained during my time here.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively before my departure.

Thank you for your guidance and support. I wish [Store Name] continued success in the future.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]