

Formal Retail Resignation Letter

Subject: Resignation from [Position] at [Company Name]

Dear [Manager's Name],

I am writing to formally resign from my position as [Position] at [Company Name], effective [Last Working Day, typically two weeks from the date of this letter].

I sincerely appreciate the opportunities for professional growth and the support provided during my tenure. I will ensure a smooth transition of my responsibilities before my departure.

Thank you again for everything.

Sincerely,

[Your Name]

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