

# Professional Retail Resignation Letter with Notice Period

Subject: Notice of Resignation

Dear [Manager's Name],

I am formally submitting my resignation from my role as [Position] at [Company Name], effective [Last Working Day], in accordance with the required [Notice Period, e.g., 4 weeks].

I appreciate the opportunities I have had to develop professionally and will ensure all my duties are transitioned properly. Thank you for your support and understanding.

Sincerely,

[Your Name]

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