

# Retail Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Manager's Name]

[Store/Company Name]

[Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to inform you of my decision to resign from my position at [Store/Company Name]. My last day of employment will be [last working day], in accordance with the notice period required by company policy.

I have thoroughly enjoyed my time working at [Store/Company Name] and appreciate the opportunities for personal and professional growth that I have experienced during my tenure here. I am grateful for the support and camaraderie I have received from my colleagues, which has made my time with the company truly rewarding.

However, after careful consideration, I have come to the conclusion that it is time for me to explore new challenges and opportunities in my career. I believe that this decision will allow me to further develop my skills and contribute positively to my future endeavors.

In my remaining time with the company, I am committed to ensuring a smooth transition of my responsibilities. I am more than willing to assist with training my replacement and completing any pending projects to the best of my ability.

I want to express my sincere gratitude to you and the entire team at [Store/Company Name] for the

valuable experiences and memories I will carry with me. I am thankful for the support and guidance provided by the management throughout my time here.

Please consider this letter as my formal notice of resignation. I am open to discussing the transition process and any further details you may require. I can be reached via email at [Your Email Address] or by phone at [Your Phone Number].

Thank you once again for everything. I wish the team continued success, and I hope our paths may cross again in the future.

Sincerely,

[Your Name]