

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Manager's Name]  
IKEA [Store Location]  
[Store Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at IKEA, effective [last working day, typically two weeks from the date above].

I appreciate the opportunities for professional and personal development that you have provided during my time at the company. I have enjoyed working with the team and contributing to our shared goals.

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

Thank you for your understanding.

Sincerely,  
[Your Name]