

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

[Manager's Name]

JCPenney

[Store Address]
[City, State, Zip Code]

Dear [Manager's Name],

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

I appreciate the opportunities I've had during my time here and thank you for the support and guidance provided to me. I have enjoyed working with the team and contributing to our goals.

I am committed to ensuring a smooth transition and will do my best to wrap up my responsibilities before my departure.

Thank you again for the opportunity. I hope to stay in touch.

Sincerely,

[Your Name]