

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

[Manager's Name]  
KFC [Store Location]  
[Store Address]  
[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally resign from my position at KFC, effective two weeks from today, [Last Working Day].

I want to take this opportunity to thank you and the team for the support and experiences I've gained during my time here. I appreciate the opportunities for personal and professional growth.

I will ensure a smooth transition by completing my current tasks and training my replacement if needed.

Thank you once again for everything.

Sincerely,  
[Your Name]