

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

Kwik Trip

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

Dear [Manager's Name],

I am writing to formally resign from my position at Kwik Trip, effective [Last Working Day, typically two weeks from the date above].

I appreciate the opportunities I have had while working at Kwik Trip and have enjoyed my time here. Thank you for the support and encouragement during my tenure.

Please let me know how I can help during the transition.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Printed Name]