

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

Dear [Manager's Name],

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

I appreciate the opportunities I have had during my time at Ulta and the support from you and the team. I have learned a lot and will always value my experiences here.

Thank you for your understanding. I hope to stay in touch, and I wish you and the store continued success.

Sincerely,  
[Your Name]