

[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 [Store Name],
effective [Last Working Day, typically two weeks from the date above].
I appreciate the opportunities I've had during my time here and the
support from the team. It has been a valuable experience that I will
carry with me into my future endeavors.

Thank you for everything.

Sincerely,
[Your Name]