

# **Formal Resignation Letter Template**

## **Part-Time Cashier Position**

[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 as a part-time cashier at [Store Name], effective [Last Working Day, typically two weeks from the date above].

I genuinely appreciate the opportunities and experiences I have gained while working at [Store Name]. I am grateful for the chance to develop my customer service skills and to be part of such a wonderful team.

I will do my best to ensure a smooth transition during my remaining time. Please let me know how I can assist in training a replacement or supporting the team during this period.

Thank you again for your support and understanding.

Sincerely,  
[Your Name]