

Resignation Letter Template for Part-Time Retail Job

[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 [Your Position] at [Store Name], effective [Last Working Day, typically two weeks from the date above].

I have greatly appreciated the opportunity to work with you and the team over the past [duration of employment]. I am grateful for the skills and experience I have gained during my time here. Thank you for your guidance and support.

Please let me know how I can help during the transition period. I will do my best to ensure a smooth handover of my responsibilities.

Thank you once again for the opportunity. I hope to stay in touch and wish the store continued success.

Sincerely,
[Your Name]