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# Retail Job Resignation Letter to Manager

## Example

Dear [HR Manager's Name],

I am writing to formally announce my resignation from [Your Position] at [Store/Branch Name], effective [last working day, e.g., October 15th, 2023].

Over the past [duration at the job, e.g., two years], I've grown significantly, both professionally and personally, all thanks to the challenges and opportunities this role offered. Being on the retail floor, engaging with customers, and working alongside a dynamic team has enriched my career in ways I hadn't anticipated.

However, after much contemplation, I've decided to pursue a new opportunity that aligns more closely with my long-term career goals. I am genuinely grateful for the guidance and support you have provided throughout my tenure here.

During my notice period, I commit to ensuring a seamless transition, training a successor, and addressing any pending matters. I will always cherish my time at [Store/Branch Name] and hope to stay in touch.

Warm Regards,  
[Your Name]