TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Resignation Letter

Dear **[Name],**

I would like to notify you that I am resigning from my position **[Position Name],** **[Day Date]**.

Thank you very much for the opportunity you’ve given me to learn all about store management and proper customer service.

I have genuinely enjoyed my time with the company, and I believe the experience has taught me much about the furniture industry and how to effectively manage employees.

Next month, I will be taking on a position as a **[Position Name]** of a new retail store. In the meantime, I will be happy to assist with your transition to a new **[Position Name]**.

Sincerely

**[Name]**