Today’s Date

*Manager Name  
Manager Title  
Retailer Name*

*Manager Name:*

*Please accept this letter of resignation from the position of retail representative, effective two weeks from today. My last day at [Retailer Name] will be [date].*

*I have accepted a position with another retailer that will further my growth and development in my career. I have enjoyed working at [retailer name] and will miss my coworkers. However, this new position will challenge my growth and further my career.*

*During the next two weeks, I am willing to help you in any way to make the transition as smooth as possible. This includes assisting in recruiting and training my replacement. Please let me know if there is anything specific that you would like me to do.*

*Again, it has been a pleasure working as a part of your organization.*

*Best regards,*

*Your signature*