Today’s Date

Manager Name
Manager Title
Retailer Name

Dear Manager Name:

This is to inform you that I have accepted a position in another retailer. Therefore, I would like to offer my resignation dated [date].

I appreciate the professional development and growth from [Retailer Name], and in particular, from you. Your mentoring support has encouraged me, and I hope that we will continue our relationship as I move forward in my career.

I wish you, and [Retailer Name] continued growth and success in the future.

Sincerely,

your signature
your typed name