February 15, 2015

Mr. Edward Harrison  
General Manager (Human Resources)  
Tesco Bell  
467 Bell Drive  
Reform, AL 39001

Dear Mr. Harrison:

This letter is a formal resignation from my position as a Cashier on 2 weeks’ notice. The past two years that I have spent working as a Cashier at Tesco Bell have been the most amazing years of my life as I have learned from my experience extensively. However, it is time for me to move on as I have been offered a sales position in Northport and need to move from Reform at the end of three weeks.

Tesco Bell has taught me all that I know about the retail world and I am truly grateful for this experience and the chance provided to polish my skills. My supervisors and coworkers have been truly amazing in helping me learn the ropes and it is because of these people that I am a professional at what I do. It is unfortunate that I will have to move so far in order to pursue a job near to my home.

During this two weeks’ transition, I will not only train the person who is going to replace me, but also, I will assist proactively in looking for the right candidate.

I would appreciate it if you provide me with a reference letter at the end of two weeks to make things smoother. Thank you for the tremendous support you have provided me during my time here.

Sincerely,

(Signature)  
Felicity Jones  
Cashier, Tesco Bell  
Cellular:  
Email: