



September 1, 2018

Jane Smith
Senior Manager
Johnson's Furniture Store
123 Business Rd.
Business City, CA 54321

Dear Ms. Smith,

I would like to notify you that I am resigning from my position as Assistant Manager for Johnson's Furniture Store effective September 1st.

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 as well as how to effectively manage employees.

Next month I will be taking a position as a manager of a new retail store, but in the meantime, I will be happy to assist in the transition of a new Assistant Manager.

Sincerely,

Typed Name