

**Email**

anna.nguyen@email.com

**Phone**

(555) 234-5678

**Address**

456 Main Street Cityville, TX  
54321

**From****Anna Nguyen****Store Manager****To****Mr. Michael Adams****Cityville Mall**

Dear Mr. Adams,

I am writing to announce my resignation from my position as Store Manager at Cityville Mall, effective 30 days from today's date, June 27, 2024. This decision has been made after careful consideration of my career path and personal goals.

I am grateful for the enriching experiences and professional growth that I have gained during my time at Cityville Department Store. It has been a privilege to lead a dedicated team in providing exceptional customer service and achieving sales targets.

During my notice period, I am committed to ensuring a smooth transition for the store operations. Please let me know how I can assist in training my replacement or finalizing any ongoing projects. I am confident in the team's ability to uphold our high standards under your guidance.

Thank you once again for the support and guidance. I look forward to staying connected and observing the continued success of Cityville Mall.

Best regards,

Anna Nguyen