

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Resignation Letter

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from date]. This decision was not easy, but after careful consideration, I believe it is the best step for my career.

I am incredibly grateful for the opportunities I have had during my time at [Company's Name]. I have learned a lot and have greatly appreciated the support from you and my colleagues.

As I move on to this new chapter, I kindly request if you could provide me with a career reference. Your insight into my work would be invaluable to my future endeavors, and I would be honored to have your endorsement.

Thank you once again for the wonderful experiences and support. I hope to stay in touch in the future.

Sincerely,

[Your Name]