

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

It has been a pleasure working at [Company Name], and I appreciate the opportunities I have been given during my time here. I have enjoyed working with the team and have learned a great deal.

As I move on to the next chapter in my career, I would greatly appreciate it if you could provide a testimonial regarding my work during my tenure at [Company Name]. Your insights would be invaluable to me as I pursue new opportunities.

Thank you for your understanding and support. I look forward to staying in touch, and I wish [Company Name] continued success.

Sincerely,

[Your Name]