

# 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]

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 the date above].

This decision was not easy to make, but I believe it is the right step for my career path. I sincerely appreciate the opportunities for personal and professional development that you have provided me during my time at the company.

If possible, I would greatly appreciate your support in providing a reference letter for my future endeavors. Your perspective on my skills and experiences would be invaluable, and I would be very grateful for your help.

Thank you once again for everything. I look forward to staying in touch, and I hope to cross paths again in the future.

Sincerely,

[Your Name]