

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, and I am grateful for the opportunities and experiences I have gained while working with you and the team.

As I prepare for my future endeavors, I would also like to kindly ask if you would be willing to act as a reference for me. Your perspective on my work would be invaluable as I pursue new opportunities.

Thank you once again for your guidance and support during my time at [Company's Name]. I hope we can stay in touch.

Sincerely,

[Your Name]