

# Resignation Letter

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 of the letter].

This decision was not easy, and it comes after careful consideration of my career path and personal goals. I have greatly valued the opportunity to work with you and the team, and I appreciate the support I've received during my time here.

As I move on to the next chapter of my career, I would be grateful if you could provide me with a professional reference. Your insight into my work would be invaluable, and I would truly appreciate your support as I pursue new opportunities.

Thank you once again for everything. I hope to stay in touch, and I wish [Company Name] continued success in the future.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Contact Information]