

[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 took a lot of consideration, but I have accepted a new opportunity that will advance my career.

I want to express my gratitude for the opportunities for professional and personal development that you have provided me during my time at [Company's Name]. I have greatly enjoyed working with you and the team, and I appreciate the support you have given me.

As I transition to this next chapter, I would be immensely grateful if you could provide me with a recommendation. It would be incredibly helpful as I embark on this new journey. I hope to maintain our professional relationship even after my departure.

Thank you once again for everything. I am looking forward to staying in touch.

Sincerely,

[Your Name]