

[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].

I have greatly appreciated my time working at [Company's Name] and the opportunities I have had to grow both personally and professionally. I am particularly grateful for your support and guidance throughout my tenure.

As I move on to new endeavors, I would greatly appreciate it if you could provide me with an endorsement or reference. Your recommendation would mean a lot to me as I seek to advance my career.

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

Sincerely,

[Your Name]