

[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]

Subject: Resignation Letter

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].

It has been a great opportunity to be part of [Company's Name], and I am truly thankful for the support and encouragement I have received during my time here.

As I move on to the next chapter in my career, I would greatly appreciate it if you could act as a reference for me in my future job applications. Your insights about my work ethic and contributions would be invaluable.

Thank you once again for everything. I hope to stay in touch.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]