

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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].

Throughout my time here, I have enjoyed the opportunity to work with such a talented team and appreciate the support and guidance provided to me. However, due to [reason for leaving, e.g., personal reasons, a new opportunity, etc.], I have decided to move on.

As per our company policy, I would like to request that my eligibility for a reference be contingent upon the following conditions:

- Completion of all assigned projects and tasks by my last working day.
- Final performance evaluation being documented and satisfactory.
- A professional and amicable relationship maintained up to my departure.

I hope that I could count on your support regarding this matter. I look forward to staying in touch and am hopeful for positive references in the future.

Thank you for the opportunities for personal and professional development that you have provided me during my time at [Company's Name]. I wish you and the company all the best for the future.

Sincerely,

[Your Name]