

[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].

It has been a great pleasure to work with you and the team. I have learned a lot during my time here, and I am truly grateful for the opportunities provided to me.

As I transition to the next chapter in my career, I would greatly appreciate it if you could provide me with a reference. Your support would be invaluable as I move forward.

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

Sincerely,

[Your Name]