

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Department Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Organization's Name], effective [Last Working Day, typically two weeks from today's date]. This decision was not easy and required a lot of consideration.

During my time in the [Your Position] role, I have greatly valued the opportunities for professional development and the collaborative environment. I appreciate the support and guidance I have received from you and my colleagues.

I would also like to kindly request a reference as I pursue new opportunities. Your endorsement would mean a great deal to me and I believe it would provide a positive reflection of my time at [Organization's Name].

Thank you once again for the opportunity to be a part of [Organization's Name]. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]