

[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 the opportunities for personal and professional development that you have provided me during my time at the company. I have learned a lot and have enjoyed working with you and the team.

As I transition to the next chapter of my career, I would be grateful if you could serve as a reference for me. Your support would mean a great deal, and I would appreciate your endorsement to prospective employers.

Thank you for everything. I hope to maintain our relationship moving forward.

Sincerely,

[Your Name]