

Dear [Manager's Name],

I am writing to formally confirm my resignation from [Your Position] at [Company Name], effective [Last Working Day]. I appreciate the opportunities I have had during my time here and the support from you and the team.

As I move on to the next chapter of my career, I would like to kindly request a reference from you, should the opportunity arise. Your insight into my work would be incredibly valuable.

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

Sincerely,

[Your Name]

[Your Contact Information]