

[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]

Subject: Resignation Letter

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]. This decision was not easy, and I have greatly enjoyed working with you and the team.

Moving forward, I would appreciate it if you could consider me a reference for future opportunities. Feel free to contact me at [Your Phone Number] or [Your Email Address] should anyone wish to discuss my time at the company.

Thank you once again for the opportunities for personal and professional growth during my time at [Company's Name]. I look forward to staying in touch.

Sincerely,

[Your Name]