

Resignation Letter Example Requesting a Reference

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Today's Date]

[Manager's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective two weeks from today on [Last Working Day, e.g., June 30, 2024]. This decision was not easy, as I have greatly valued the opportunities for professional and personal development that you and the company have provided me during my tenure here.

I am truly grateful for your guidance and support, as well as the chance to work with such a talented team. My experiences at [Company Name] have been instrumental in my growth, and I will always look back on my time here with appreciation.

As I move forward in my career, I would be incredibly grateful if you would consider serving as a reference on my behalf. Your insight into my skills and contributions would be extremely valuable as I pursue new opportunities. Please let me know if you are comfortable with this and if there is any information you need from me.

During my remaining time, I am committed to ensuring a smooth transition and will do everything I can to assist in transferring my responsibilities. Please let me know how else I can help during this period.

Thank you again for your support and mentorship. I look forward to staying in touch.

Sincerely,
[Your Name]