

Short Notice Resignation Letter Sample Requesting a Reference

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, e.g., two days from today]. I regret that I am unable to provide more notice, due to [brief reason, e.g., personal circumstances/unexpected situation].

I want to thank you and the entire team for the support and opportunities you have provided me during my time at [Company Name]. I have enjoyed working here and appreciate the chance to develop both personally and professionally.

If possible, I would be grateful if you could provide me with a reference for my future career opportunities. Your endorsement would be invaluable to me, and I would deeply appreciate your support.

Thank you for your understanding. Please let me know how I can help during the transition period.

Sincerely,
[Your Name]