

Resignation Letter for Career Change with Reference Request

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Phone Number]
[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 Job Title] at [Company Name], effective [Last Working Day, typically two weeks from this date]. This was not an easy decision, as I have thoroughly enjoyed being a part of the team and greatly appreciate the opportunities I have had to grow professionally and personally during my time at [Company Name].

After thoughtful consideration, I have decided to pursue a new career path that aligns more closely with my long-term goals and interests. This transition is a significant step for me, and while I am excited about the future, I will truly miss working with you and the team.

I want to express my gratitude for your mentorship and support throughout my tenure here. The skills and experiences I have gained under your leadership have been invaluable, and I am genuinely thankful for your guidance.

As I transition to this new chapter, I would be honored if you would consider acting as a professional reference for me. Your endorsement would be greatly appreciated and would significantly support my career aspirations. Please let me know if you need any additional information to assist with this.

I am committed to making this transition as smooth as possible and will do everything I can to ensure a seamless handover of my responsibilities.

Thank you once again for the wonderful experience. I look forward to staying in touch and wish [Company Name] continued success in the future.

Sincerely,
[Your Name]