

Subject: Resignation Notice and Reference Request

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 the date above]. This was not an easy decision, as I have truly appreciated my time working with you and the entire team. The support and opportunities that you and the organization have provided have greatly contributed to my professional growth, for which I am sincerely grateful.

As I transition out of my role, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can best assist during this period.

I would also like to kindly request if you would be willing to serve as a professional reference for me as I pursue new opportunities. Having your endorsement would be of great value, given your firsthand experience with my work and accomplishments during my tenure here. Please let me know if you are comfortable with this request, and I can provide any additional information you may need.

Thank you once again for everything. I look forward to staying in touch and hope our paths cross again in the future.

Kind regards,

[Your Full Name]

[Your Personal Email Address]

[Your Phone Number]