

## Polite Resignation Letter with Request for Reference Letter

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

[Recipient's Name]  
[Recipient's Title/Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I want to express my sincere gratitude for the opportunities and experiences I have gained while working with you and the entire team. My time at [Company Name] has been very rewarding, and I am truly appreciative of your guidance and support throughout my tenure.

As I prepare to pursue new professional challenges, I kindly request a reference letter from you to highlight my skills and experience during my time at [Company Name]. A positive reference from you would be invaluable as I take the next step in my career.

I am committed to ensuring a smooth transition and will complete my responsibilities to the best of my ability during my notice period. Please let me know how I can assist in handing over my duties.

Thank you once again for your support and understanding. I look forward to staying in touch and hope to cross paths again in the future.

Sincerely,  
[Your Name]