

# Resignation Letter Template with Reference Request for New Job

[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 Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This was not an easy decision to make, as I have truly valued my time at [Company Name]. I am grateful for the opportunities I have had to grow both professionally and personally, and for the support and encouragement provided by you and my colleagues.

As I transition to the next stage of my career at a new organization, I hope it is possible to count on you as a reference. Your insights into my skills and experience would be invaluable, and I would greatly appreciate your support as I take this next step.

Please let me know if there is anything I can do during my notice period to ensure a smooth transition. Thank you again for all the opportunities, guidance, and support.

Sincerely,  
[Your Name]