

Formal Resignation Letter Sample (Including 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 Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly, and I am grateful for the opportunities and experiences I have had during my time at [Company Name].

I have enjoyed working with you and the entire team, and I appreciate the support and guidance provided throughout my tenure. Please let me know if there is anything I can do during the transition period to ensure a smooth handover of my duties.

Additionally, I would be grateful if you could provide a reference for me as I pursue new opportunities in my career. Your endorsement would greatly assist me, and I would appreciate your consideration.

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

Sincerely,
[Your Name]