

Resignation Letter Sample Requesting a Professional Reference

[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].

I am truly grateful for the valuable experiences and opportunities I have gained during my tenure here. Working alongside a dedicated team under your leadership has been incredibly rewarding, and I appreciate the support and encouragement I have received over the years.

As I pursue the next step in my career, I kindly request your support as a professional reference. I believe your insights regarding my skills and contributions would be greatly beneficial as I move forward. If you are comfortable doing so, I would greatly appreciate your recommendation.

Please let me know if you need any further information or if there are any formalities I can assist with during my notice period. I am committed to ensuring a smooth transition and will do my best to wrap up ongoing projects and assist in any way I can.

Thank you once again for the opportunity to be part of [Company Name]. I look forward to staying in touch and hope to cross paths again in the future.

Sincerely,
[Your Name]