

Brief Resignation Letter with Request for Future Reference

[Date]

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, e.g., two weeks from today's date].

I would like to express my gratitude for the opportunities and support I have received during my time here. I appreciate having had the chance to work with you and the team.

As I move forward in my career, I kindly ask if you would be willing to serve as a reference for me in the future. Your endorsement would be greatly valued as I seek new opportunities.

Please let me know how I can assist with the transition process. Thank you again for everything.

Sincerely,

[Your Name]