

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]