

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. I have enjoyed my time working at [Company's Name] and am grateful for the opportunities I've had to grow both personally and professionally. I have learned a great deal from you and my colleagues, which I will carry with me throughout my career.

As I transition to the next step in my career, I kindly request that you consider providing me with a reference. Your support and endorsement would be invaluable as I pursue new opportunities.

Thank you for your understanding and for the guidance and camaraderie during my tenure. I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities before my departure.

Wishing you and the team all the best.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]