[Insert Your Name]

[Insert Your Address]

[Insert Today's Date]

[Insert Manager's Name]

[Insert Manager's Position]

[Insert Company's Name]

[Insert Company's Address]

Dear [Insert manager's formal name: e.g., Mr. Smith]:

I appreciate the opportunity to have worked for [Insert company name]. I'm writing to inform you that [Insert reason here: e.g., because my spouse is being relocated to Texas], I am hereby submitting my resignation effective [Insert your last date of work here]. I am available to transition my responsibilities to my replacement up until my final employment date.

I hope you have enjoyed working with me as much as I enjoyed working for you. At this time, I'd like to request a reference letter [Insert reason here: e.g., so that I may continue to pursue my career in Insert industry]. [Insert any other unfinished business here].

I enjoyed [Insert something you really enjoyed about your job here], and I wish [Insert company name] much success in the future.

Sincerely,

[Insert your name]