

Resignation Letter

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 at [Company Name], effective [Last Working Day, typically two weeks from the date above].

My decision is made after careful consideration, and I have decided to pursue other opportunities. However, I would like to propose the option of working remotely during my notice period, if possible. I believe this arrangement could facilitate a smooth transition and allow for continued productivity.

I am committed to ensuring all my responsibilities are handed over appropriately and will assist in training my replacement if needed.

I appreciate the support and opportunities I have received during my time here and look forward to staying in touch.

Thank you for your understanding.

Sincerely,
[Your Name]