

Resignation Letter

[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]

Subject: Resignation Letter

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]. This was not an easy decision to make, but after careful consideration, I have decided to pursue a different opportunity.

In light of the recent developments in our work environment, I would like to propose the possibility of continuing my role in a virtual capacity. I believe that many of my responsibilities could be effectively managed remotely, and I am keen to explore how this arrangement could be mutually beneficial.

I am grateful for the opportunities I've had at [Company's Name] and am proud of the work we've accomplished together. I am committed to ensuring a smooth transition and will do my utmost to hand over my responsibilities during my remaining time.

Thank you for your understanding. I hope to discuss this proposal further and look forward to your response.

Sincerely,

[Your Name]