

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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]. This decision was not made lightly, and I deeply appreciate the opportunities for professional and personal development that you've provided during my time here.

As I transition to the next chapter in my career, I kindly ask for your consideration of allowing me to work remotely for a few days a week even after my departure. I believe this arrangement could significantly benefit both parties and ensure a smoother transition of my responsibilities.

Thank you once again for everything. I hope to stay connected and wish the company continued success in the future.

Sincerely,

[Your Name]