

[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]. This decision was not easy and involved considerable thought, but I believe it is the right step for my personal and professional growth.

Additionally, I would like to request the possibility of working from home for the duration of my remaining time at the company. Due to [reason for request, e.g., personal circumstances, health considerations, etc.], I believe this arrangement would allow me to continue contributing to the team effectively.

I appreciate the opportunities and support I've received during my tenure at [Company's Name] and I hope to maintain a positive relationship moving forward.

Thank you for your understanding. I look forward to your response.

Sincerely,

[Your Name]