

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Resignation Letter**

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]. This decision was not made lightly, but I believe it is best for my personal and professional growth.

As I transition out of my role, I would like to express my sincere desire to explore a home-office setup. I have found that working remotely not only enhances my productivity but also significantly improves my work-life balance.

I am thankful for the opportunities I have had at [Company Name] and appreciate the support and guidance I have received during my tenure here. I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively.

Thank you once again for all the support. I hope to keep in touch.

Sincerely,

[Your Name]