

[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].

It has been a pleasure working with you and the team. I have learned and grown immensely during my time here. However, due to [brief reason, e.g., personal circumstances], I believe it is necessary for me to transition into a flexible remote work arrangement.

If possible, I would like to propose continuing to contribute to the team in a part-time capacity as a remote worker. I am confident that I can maintain the quality of my work and remain an asset to the company during this transition.

I am happy to discuss this proposal further and explore how we could make this arrangement beneficial for both the company and myself.

Thank you for the guidance and support you have provided during my tenure. I look forward to staying in touch.

Sincerely,

[Your Name]