

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]

## **Subject: Resignation and Telecommuting Request**

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 I am truly grateful for the opportunities I have had while working here.

In light of personal circumstances, I would like to request a telecommuting arrangement, allowing me to continue contributing remotely after my resignation date. I believe that my experience and skills can remain an asset to the team, and I would welcome the opportunity to discuss this possibility further.

Thank you once again for the support and guidance during my time at [Company's Name]. I look forward to your understanding and hope we can work out a beneficial arrangement.

Sincerely,

[Your Name]