

Resignation Letter

[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].

While I am excited about the next chapter of my career, I would like to express my interest in continuing my work remotely. Given my successful track record of contributing to the team while working from home, I believe that this arrangement would continue to benefit both myself and the company.

I am committed to ensuring a smooth transition and am happy to assist in training my replacement or tying up any loose ends during my remaining time here.

Thank you for the opportunities and support during my tenure at [Company's Name]. I look forward to the possibility of staying on as a remote employee.

Sincerely,

[Your Name]