

Resignation Letter

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]

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 wasn't easy, and it comes after careful consideration of my career goals and personal aspirations.

I would like to suggest that my role be adapted to a remote position. Given the nature of my duties and the successful implementation of remote work during the last few years, I believe this transition could be beneficial for both the team and the company as we adapt to changing work environments.

I am committed to ensuring a smooth transition and will do everything possible to complete my tasks and assist in training my replacement during my remaining time.

Thank you for the support and opportunities I have received while working at [Company's Name]. I look forward to staying in touch, and I hope to cross paths again in the future.

Sincerely,

[Your Name]