

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 was not easy and took a lot of consideration. I have enjoyed working with you and the team, and I truly appreciate the opportunities I have been given during my time here.

As I transition out, I would like to propose a distance working arrangement that could benefit both the team and myself. Given my experience and knowledge of ongoing projects, I believe I could effectively assist in a remote capacity for a limited period after my official departure. This could help to ensure a smooth transition and continuity of work.

I am happy to discuss this proposal further and find a suitable arrangement that works for everyone involved.

Thank you once again for the support and opportunities throughout my tenure. I look forward to staying in touch and wish [Company's Name] continued success.

Sincerely,

[Your Name]