

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]. This decision was not easy, but I have decided to pursue new opportunities.

In light of recent developments, I would like to request a transition to remote work for the duration of my notice period. I believe this would allow me to continue contributing to the team while also managing my transition effectively.

Thank you for the opportunities I've had during my time at [Company's Name]. I am grateful for your support and understanding.

Sincerely,

[Your Name]