

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective two weeks from today, [Last Working Day, Date].

It has been a pleasure working with such a talented team, and I am grateful for the opportunities I have had to contribute to our projects while working remotely.

I will do my best to ensure a smooth transition and will complete all outstanding tasks before my departure. Please let me know how I can help during this period.

Thank you once again for the support and guidance during my time at [Company Name]. I hope to stay in touch, and I look forward to seeing the continued success of the team.

Sincerely,  
[Your Name]