

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 as [Your Job Title] with [Company's Name], effective [Last Working Day, typically two weeks from date].

This decision was not an easy one, as I have greatly enjoyed my time working remotely with you and the team. However, I have decided to pursue a new opportunity that aligns more closely with my career goals.

I am committed to making this transition as smooth as possible. I will do everything I can to wrap up my current projects and assist in training my replacement if needed.

Thank you for the opportunity to be a part of [Company's Name]. I have learned and grown so much during my time here, and I am truly grateful for the support and encouragement from you and my colleagues.

Wishing you and the team all the best.

Sincerely,

[Your Name]