

Resignation Letter by Fax

Date: [Insert Date]

To: [Manager's Name]

Company: [Company Name]

Fax Number: [Company Fax Number]

From: [Your Name]

Position: [Your Position]

Phone: [Your Phone Number]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from today]. After careful consideration, I have decided to transition into freelance work.

I am grateful for the opportunities I've had during my time at the company and the support of my colleagues. I will ensure a smooth transition of my responsibilities before my departure.

Thank you for your understanding. I hope to stay in touch and wish [Company Name] continued success.

Sincerely,

[Your Name]

[Your Email Address]