

Resignation Letter with Two Weeks Notice (Remote Work Transition)

[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 as [Your Position] with [Company Name], effective two weeks from today, with my final day being [Last Working Day, e.g., June 30, 2024].

I have valued the opportunity to work with you and the team, especially during our transition to remote work. Please be assured that I am committed to ensuring a smooth handover process and will do all I can to complete my ongoing tasks and assist in transferring my responsibilities. I am available to train teammates or provide any necessary documentation to support continuity in remote operations.

I appreciate the guidance, support, and opportunities provided to me during my tenure. I look forward to staying in touch and wish everyone at [Company Name] continued success.

Thank you for your understanding.

Sincerely,
[Your Name]