

Resignation Letter for Opportunity with Flexible Schedule

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, as I have greatly appreciated the opportunities for professional and personal growth that I have received during my tenure at [Company Name]. I am truly grateful for your support and the chance to work alongside a wonderful team.

After careful consideration, I have decided to accept a new opportunity that offers a more flexible schedule, which better aligns with my current personal and professional goals. Achieving a better work-life balance is important to me at this stage, and I hope you understand my reasons for this decision.

I am committed to making this transition as smooth as possible. I am happy to assist with the handover of my duties and to help train a replacement, if needed. Please let me know how I can be of assistance during this time.

Thank you again for the supportive and positive work environment you have provided me. I look forward to staying in touch and wish [Company Name] continued success in the future.

Sincerely,
[Your Name]