

Formal Resignation Letter with Notice Period (Remote Job)

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

[Recipient's Name]
[Recipient's Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically Notice Period from today as per contract]. In accordance with my employment agreement, I will continue to perform my duties remotely and help facilitate a smooth transition during my notice period.

This decision was not easy and comes after careful consideration of my career path and personal goals. I greatly appreciate the opportunities for growth, collaboration, and learning that I have experienced while working in this remote capacity at [Company Name].

During the notice period, I am committed to maintaining the same level of dedication and professionalism. I am happy to assist with the handover process, including training a replacement or documenting my responsibilities, to ensure a seamless transition for the team.

Thank you again for your support and understanding. I truly value my experience with [Company Name] and hope to stay in touch moving forward.

Sincerely,
[Your Name]