

Formal Resignation Letter with Thank You Message (Remote Job)

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

[Supervisor's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Supervisor's Name],

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

Working in a remote capacity with [Company Name] has been a rewarding experience. I am sincerely grateful for the support, trust, and opportunities to grow both professionally and personally over the course of my tenure. The flexibility and collaboration with an exceptional team have truly enriched my career.

I appreciate the guidance and encouragement received during my time here, and I value the relationships I have built with you and my colleagues. Please let me know how I can assist in ensuring a smooth transition over the next few weeks.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to staying in touch and wish the company continued success in the future.

Sincerely,
[Your Name]