

Resignation Letter Template for Part-Time Remote Job

[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] at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not an easy one, as I have greatly appreciated the opportunities to develop my skills and contribute to the team in a remote capacity.

I want to express my sincere gratitude for the support, guidance, and encouragement I have received during my tenure at [Company Name]. I have enjoyed working with you and my colleagues, and I am thankful for the flexibility and trust granted in my remote, part-time role.

I will do my best to ensure a smooth transition over the next [Notice Period], including completing outstanding tasks and assisting with the handover process as needed. Please let me know how I can help to make this process as seamless as possible.

Thank you again for the opportunity to be a part of [Company Name]. I hope to stay in touch, and I wish the team continued success in the future.

Sincerely,

[Your Name]