

# 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]