

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

[Recipient Name]
[Recipient Title/Position]
[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 two weeks from today, [Last Working Day].

I would like to extend my sincere gratitude for the opportunity to be part of [Company Name] and especially for the trust and support given to me throughout my time working remotely. Embracing remote work not only enabled me to maintain a healthy work-life balance, but also offered the flexibility needed to enhance both my productivity and professional growth.

The experience of working remotely has provided me with valuable skills such as time management, self-motivation, and effective virtual collaboration. I am truly appreciative of the encouragement and mentorship I received along the way, which played a significant role in my personal and career development.

Please be assured that I am committed to ensuring a smooth transition and will do my utmost to wrap up my responsibilities and assist in transferring my duties before my last day.

Thank you again for the wonderful opportunity and for fostering an environment that supported remote work. I hope to stay in touch and I look forward to crossing paths again in the future.

Sincerely,
[Your Name]