

[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 [Last Working Day, typically two weeks from the date above]. This was not an easy decision, as my time here has been both rewarding and fulfilling.

I want to express my sincere gratitude for the opportunity to work remotely during my tenure. The work-from-home arrangement significantly enhanced my productivity and provided me with an improved work-life balance. I truly appreciate your flexibility and support in making this option available, especially during challenging times.

Thank you once again for your guidance, encouragement, and the opportunities I have received at [Company Name]. I am committed to ensuring a smooth transition and am happy to assist in training my replacement or transferring my responsibilities as needed.

I wish the company continued growth and success in the future.

Sincerely,  
[Your Name]