

Subject: Resignation Notice

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date of this letter].

This decision was not easy and took considerable thought. I have been offered a unique opportunity with a tech company that allows me to work remotely, which aligns better with my career goals and personal circumstances at this time.

I am immensely grateful for the opportunities I've had with [Company Name]. The experience and support from the team have been invaluable. I am committed to making this transition as smooth as possible and will assist in training my replacement if needed.

Thank you once again for the wonderful opportunities, and I hope to keep in touch.

Warm regards,

[Your Name]