

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I am grateful for the opportunities I've had while working remotely with the team. It has been a pleasure to collaborate with you and my colleagues.

I will ensure a smooth transition of my responsibilities and am happy to assist in training my replacement or wrapping up any projects.

Thank you for your understanding. I hope to stay in touch.

Sincerely,
[Your Name]