

[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 two weeks from today, [Last Working Day Date].

I have greatly appreciated the opportunity to work remotely with such a talented team and be part of the exciting projects at [Company's Name]. Please let me know how I can assist during this transition period.

Thank you for your understanding.

Best regards,

[Your Name]