

[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]. This decision was not easy, and it comes after careful consideration of my career goals and personal circumstances. I am grateful for the opportunities I've had while working from home and appreciate the support and guidance you and the team have provided.

I will ensure that all my responsibilities are transitioned smoothly and will assist in training my replacement if needed.

Thank you once again for the chance to be part of [Company's Name]. I hope to stay in touch, and I wish you and the company continued success.

Sincerely,
[Your Name]