

# Resignation Letter With Flexible Ending Date

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit my resignation from my position as [Your Job Title] at [Company/Organization Name]. I have thoroughly enjoyed my time with the company and am grateful for the opportunities I have had to learn and grow both personally and professionally. I have given this decision careful consideration, and while it was not an easy one to make, I believe it is the right step for my future career development.

I understand that according to the company's policy, I am required to provide [notice period - e.g., two weeks] notice before my last working day. However, I would like to discuss the possibility of a more flexible ending date to ensure a smooth transition of my responsibilities. I am willing to stay on for a reasonable duration beyond the standard notice period to assist with the handover of my tasks and projects.

During this transition period, I am committed to working diligently to ensure that all my pending assignments are completed, and I will be available to provide guidance and training to my successor, if needed.

I am truly appreciative of the support and camaraderie I have experienced while working with the team. I would like to extend my gratitude to my colleagues and superiors for making my time here memorable and fulfilling.

Please let me know your thoughts on my proposed flexible ending date, and I am open to discussing any other arrangements that would help facilitate a seamless transition. I want to do everything possible to leave the company on good terms and ensure a smooth handover process.

Thank you once again for the opportunities I have been given during my tenure here. I wish the company continued success and prosperity in the future.

Sincerely,

[Your Name]