

Professional Resignation Letter With Flexible Ending Date

Subject: Resignation with Flexible Notice Period

Dear [Manager's Name],

I am writing to formally resign from my position as [Job Title] at [Company Name]. While I am committed to moving forward in my career, I want to ensure a smooth transition for both my team and the organization.

I am prepared to remain in my role until [proposed last date], but I am also open to discussing a flexible ending date that works best for the department's needs. My goal is to help with knowledge transfer, ongoing projects, and training of my replacement if needed.

Thank you for the support and opportunities you have given me. I have learned a great deal during my time here, and I want to leave on good terms while making the transition as seamless as possible.

Sincerely,

[Your Full Name]

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