

Formal Resignation Letter With Project Completion Flexibility

Subject: Formal Resignation with Flexible Transition

Dear [Manager's Name],

I am submitting my resignation from my role as [Job Title] at [Company Name]. While I plan to move on, I want to ensure I complete my current projects and commitments before my departure.

I suggest [date] as a potential end date, but I am open to extending my tenure if required to finish key deliverables. My intention is to make the transition as smooth and productive as possible.

Thank you for the opportunities provided to me during my time here. I have greatly valued the professional growth and experience.

Sincerely,

[Your Full Name]

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