

Resignation Letter With Flexible Ending Date for Remote Position

Subject: Resignation and Transition Planning

Dear [Manager's Name],

I am resigning from my remote position at [Company Name]. It has been an incredible experience contributing to the team from a distance, and I am grateful for the trust and support extended to me.

I propose [date] as a tentative final day, but I am flexible and willing to extend my availability to ensure that handovers, documentation, and virtual training are completed thoroughly. I want to make the transition as easy as possible for everyone.

Thank you again for the opportunity to work with such an inspiring organization.

Sincerely,

[Your Full Name]

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