

Resignation letter due to return to office or office relocation

Three sample letters. Keep the one that fits, replace the text in [brackets], and match the notice period in your appointment letter.

SAMPLE 1

Subject: Resignation from the post of [Designation]

Dear [Manager's name],

Please accept this letter as my formal resignation from my position as [Designation] at [Company name]. With the recent change in our work location to [New office location], I have realised that the daily commute and related arrangements will not be practical for me in the long term.

I have given this decision a lot of thought, as I have valued my role and the team. In line with my notice period, my last working day will be [Last working day]. During this time, I will complete my ongoing tasks, share detailed handover notes and support whoever takes over my responsibilities.

I understand the reasons behind the change and respect the company's decision. I am thankful for the learning, flexibility and support I have had here.

Kindly initiate the full and final settlement and share my relieving and experience letters on my last working day.

Yours sincerely,

[Your name]

[Designation]

SAMPLE 2

Subject: Resignation - [Your name]

Dear [Manager's name],

Following the new work-from-office policy, I have decided to resign from my role as [Designation], as the arrangement does not suit my current personal commitments. My last working day will be [Last working day], as per my notice period.

I will hand over my work fully before I leave and am happy to help the team through the transition in any way that is useful.

Thank you for everything over my time here. I have enjoyed working with you and the team, and I hope our paths cross again.

HR is in copy so that the exit process can begin. Please let me know if you need anything from me.

Regards,

[Your name]

[Designation]

SAMPLE 3

Subject: Request for remote or hybrid arrangement, or resignation

Dear [Manager's name],

I understand that from [Effective date] the team is expected to work from the [New office location] office [Number of days] days a week. Because of my family responsibilities and the distance involved, I will not be able to follow this schedule.

I would like to continue in my role as [Designation] and request you to consider a remote or reduced-office arrangement for me. My work has so far been delivered remotely without issues, and I am willing to come in for important meetings, reviews or team events.

If this is not possible, please treat this email as my resignation, with my last working day as [Last working day] as per my notice period. I will then make sure the handover is complete and well documented.

Thank you for considering my request. I look forward to your response.

Regards,

[Your name]

[Designation]