

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, but after much reflection, I have decided to pursue my passion for travel and to discover new cultures around the world. I believe this journey will provide me with invaluable experiences and personal growth that I would like to explore at this stage in my life.

I want to express my sincere gratitude for the opportunities I have had while working at [Company's Name]. I have learned a great deal and have thoroughly enjoyed my time here. I appreciate your support and guidance throughout my tenure.

During the transition period, I will do my utmost to ensure a smooth handover of my responsibilities. Please let me know how I can assist in this process.

Thank you once again for everything. I hope to stay in touch, and I look forward to sharing stories of my travels with you in the future.

Sincerely,

[Your Name]