

Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

[Company's Name]

[Company's Address]

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].

After careful consideration, I have decided to embrace travel opportunities that will allow me to explore new cultures and experiences. This decision was not easy as I have greatly enjoyed my time here and appreciate all the support and guidance you have provided.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities and assist in handing over my tasks to my successor.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,
[Your Name]
[Your Position]