

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

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 easy and required a lot of consideration.

After careful thought, I have decided to pursue my passion for travel and exploration. I believe that this journey will not only enrich my personal life but also allow me to return more inspired and with a broader perspective. I am excited about the adventures ahead and the experiences that await me.

I am immensely grateful for the opportunities I've had at [Company's Name]. Working with such a talented team has been a rewarding experience, and I appreciate the guidance and support I have received during my time here. I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties and train my successor if needed.

Thank you once again for everything. I hope to keep in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]