

Resignation Letter for Sabbatical Travel

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 thoughtful consideration, I have decided to take a sabbatical to pursue a travel experience that I believe will enrich my personal and professional growth.

This decision was not made lightly, as I have truly enjoyed working with you and the team. I am grateful for the opportunities I have had at [Company's Name] and the support I have received during my tenure.

Please let me know how I can assist during this transition. I am committed to ensuring a smooth handover of my responsibilities before my departure.

Thank you once again for your understanding and support. I look forward to staying in touch and hope to return with new perspectives and experiences.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]