

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer'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 of the letter].

After careful consideration, I have decided to take a gap year to travel and explore new experiences. This decision comes with a heavy heart, as I have greatly enjoyed my time working here and have learned so much from you and the team.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties and assist in handing over my responsibilities. Please let me know how I can help during this transition.

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

Sincerely,

[Your Name]