

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name] effective [Last Working Day]. After careful consideration, I have decided to take a professional sabbatical in order to [briefly explain reason, e.g., pursue personal development opportunities, research, etc.].

My time at [Company Name] has been immensely rewarding, and I am grateful for the support and opportunities provided to me during my tenure. I am committed to ensuring a smooth transition and will do everything in my power to wrap up my responsibilities during my remaining time here.

Thank you once again for your understanding. I hope to stay in touch and look forward to possibly returning with new experiences and insights to share.

Sincerely,

[Your Name]