

Resignation Letter

[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 comes as I have decided to pursue a sabbatical to [brief explanation of sabbatical plans, e.g., travel, education, personal growth].

Working at [Company's Name] has been an invaluable experience, and I am grateful for the opportunities I've had to grow both personally and professionally. I appreciate the support and understanding of the management and my colleagues during my time here.

I will do everything I can to ensure a smooth transition over the next [notice period duration]. Please let me know how I can assist during this time.

Thank you once again for the opportunity to be part of [Company's Name]. I hope to stay in touch and wish the team continued success.

Sincerely,

[Your Name]