

Resignation Letter for Educational Sabbatical

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient Name

Position

Organization Name

Organization Address

City, State, Zip Code

Dear [Recipient Name],

I am writing to formally resign from my position at [Organization Name], effective [last working day, typically two weeks from the date of this letter]. I have decided to take a sabbatical to pursue further education in [specific field or study].

This decision was not made lightly, as I greatly value my time at [Organization Name] and the relationships I have built here. However, I believe that this opportunity will enhance my professional skills and contribute to my career growth.

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

Thank you for your understanding and support. I hope to stay in touch, and I look forward to sharing my experiences upon my return.

Sincerely,

[Your Name]