

# Resignation Letter for Sabbatical Trip

[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]

## **Subject: Resignation - [Your Name]**

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 has not been easy and comes after careful consideration.

I have decided to take a planned sabbatical trip to [Destination/Reason for Sabbatical] to [reason for the sabbatical, e.g., pursue personal growth, cultural experiences, etc.]. This opportunity is important for my personal and professional development.

I am grateful for the support and guidance during my time at [Company's Name]. I will ensure a smooth transition and assist in any way necessary during my remaining time.

Thank you again for the opportunity to be a part of [Company's Name]. I hope to stay in touch and look forward to reconnecting upon my return.

Sincerely,

[Your Name]