

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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]. The decision to leave is not one I take lightly, but I have decided to pursue sabbatical studies to further my education and personal growth.

I appreciate the opportunities I have had during my time at [Company's Name] and am grateful for the support and encouragement I received from you and my colleagues. I will ensure a smooth transition of my responsibilities before my departure.

Thank you once again for the wonderful experience. I hope to stay in touch and look forward to updating you on my studies.

Sincerely,

[Your Name]