

Sabbatical Leave Resignation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day]. I have decided to take a sabbatical leave to [briefly explain reason, e.g., pursue further education, personal growth, travel, etc.].

This decision was not easy, and I am incredibly thankful for the opportunities I have had at [Company Name]. I appreciate the support and guidance from you and my colleagues throughout my tenure.

I will ensure a smooth transition of my responsibilities before my departure and am happy to assist in training my replacement, if needed.

Thank you once again for everything. I look forward to staying in touch, and I hope to return recharged and ready for new challenges.

Sincerely,

[Your Name]