

Temporary Leave Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally notify you of my resignation from my position at [Company Name], effective [Last Working Day, typically 2 weeks from the date above]. Due to personal circumstances, I will be taking a temporary leave of absence and, therefore, have decided to resign at this time.

This decision was not made lightly, as I have greatly enjoyed working at [Company Name] and have learned a lot during my tenure. I am grateful for the opportunities I have had and for your support.

I am committed to completing my current projects and assisting in the transition for my responsibilities during the notice period. Please let me know how I can help during this time.

Thank you once again for the opportunity to be part of [Company Name]. I hope to keep in touch, and I look forward to the possibility of working together again in the future.

Sincerely,

[Your Name]