

Resignation Letter for Sabbatical

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 resign from my position at [Company Name] effective [Last Working Day, typically two weeks from the date above]. After careful consideration, I have decided to take a sabbatical to focus on personal growth and exploration.

Working at [Company Name] has been a remarkable experience, and I truly appreciate the opportunities I've had to contribute to our projects and grow professionally.

I am committed to ensuring a smooth transition and will do my best to wrap up my responsibilities and assist in handing over my duties to a colleague. Please let me know how I can help during this period.

Thank you for your support and understanding. I look forward to staying in touch and hope to return refreshed and inspired.

Sincerely,

[Your Name]