

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position at [Institution's Name] effective [Last Working Day, typically two weeks from the date above], as I have decided to take an educational sabbatical.

This decision was not made lightly, and I believe that this period of academic exploration will benefit both my personal development and my future contributions to the institution.

I am committed to ensuring a smooth transition during my remaining time, and I am more than willing to assist in training my replacement or handing off my responsibilities.

Thank you for the opportunities I've had at [Institution's Name]. I hope to stay in touch and look forward to rejoining the community after my sabbatical.

Sincerely,

[Your Name]