

# Resignation Letter for Sabbatical Journey

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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]. After careful consideration, I have decided to embark on a sabbatical journey that will allow me to pursue personal growth and exploration.

This decision was not easy, as I have greatly valued my time working at [Company's Name] and the relationships I have built. I am grateful for the opportunities for professional development and support I have received during my tenure.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. I am happy to assist in training my replacement or wrapping up any ongoing projects.

Thank you for your understanding and support regarding my decision. I hope to maintain our professional relationship and look forward to staying in touch.

Sincerely,

[Your Name]