

Resignation Letter Template

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer'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 thoughtful consideration, I have decided to take a sabbatical to explore new opportunities and personal development.

This decision was not easy, as I have greatly appreciated my time at [Company's Name] and the valuable experiences I have gained. I am grateful for the support and guidance I have received during my tenure.

During my remaining time, I will ensure a smooth transition and will assist in training my successor. Please let me know how I can help during this process.

Thank you for the opportunities for professional and personal development that you have provided me during my time here. I hope to stay in touch and look forward to what the future holds for both myself and [Company's Name].

Sincerely,

[Your Name]