

Resignation Letter for Personal Sabbatical

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date of the letter].

After much consideration, I have decided to take a personal sabbatical to focus on [brief reason for sabbatical, e.g., personal growth, family matters, education, etc.]. This decision was not made lightly, as I truly value my time and experiences at [Company Name].

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively before my departure. Please let me know how I can assist during this period.

Thank you for the support and opportunities that you have provided me during my tenure. I have greatly enjoyed working with you and the team, and I hope to stay in touch.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]