

Resignation Letter

Your Name

Your Address
City, State, Zip Code
Your Email
Your Phone Number
Date

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 thoughtful consideration, I have decided to pursue a professional development sabbatical to enhance my skills and knowledge in [specific area or field].

This decision was not easy, as I have truly enjoyed my time at [Company Name] and am grateful for the opportunities for growth and collaboration. I am committed to ensuring a smooth transition and will do everything I can to support the team during this period.

Thank you for your understanding and support regarding my decision. I look forward to staying in touch and hope to share my experiences upon my return.

Sincerely,
[Your Name]