

Resignation Letter Template for Sabbatical

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Resignation Notice

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 pursue a sabbatical to [briefly explain purpose, e.g., "explore personal interests" or "conduct research in my field"].

During my time at [Company's Name], I have appreciated the opportunity to grow both personally and professionally. I am grateful for the support and guidance I have received from you and my colleagues.

I intend to make this transition as smooth as possible. Please let me know how I can assist in transferring my responsibilities.

Thank you once again for everything. I hope to stay in touch, and I look forward to possibly returning to [Company's Name] in the future.

Sincerely,

[Your Name]