

Resignation Letter 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]

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]. This decision comes after careful consideration, as I have decided to take a sabbatical to recharge and focus on personal growth.

During my time here, I have gained invaluable experience and developed meaningful relationships. I am truly grateful for the opportunities provided to me, and I will cherish my time spent with the team.

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

Thank you once again for your support and understanding. I hope to stay in touch and look forward to reconnecting after my sabbatical.

Warm regards,

[Your Name]