

Resignation Letter for Sabbatical Request

Your Name

Your Address

City, State, Zip Code

Email Address

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], and to request a sabbatical leave. This decision comes after much contemplation regarding my personal and professional growth.

I believe a sabbatical will provide me with the necessary time to [briefly explain purpose, e.g., pursue further studies, conduct research, travel, or focus on personal projects]. I am confident that this experience will enrich my perspectives and enhance my contributions to the team upon my return.

I am committed to ensuring a smooth transition and will assist in training my replacement or handing over responsibilities during my remaining time in the office. I hope to maintain the connection with [Company Name] and return fortified by new insights and skills.

Thank you for considering my request. I appreciate the support and opportunities I have received here, and I look forward to discussing this further.

Sincerely,

Your Name