

Resignation Letter for Sabbatical Leave

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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] to pursue a sabbatical leave. My last working day will be [Last Working Day, typically two weeks from the date above].

This decision comes after considerable thought, as I believe that this time away will allow me to recharge and develop new skills that will ultimately benefit both myself and the company.

I want to express my gratitude for the opportunities I've had at [Company Name] and for your support during my time here. I am committed to ensuring a smooth transition and will do everything I can to handover my responsibilities effectively.

Thank you for your understanding. I look forward to staying in touch, and I hope to return to [Company Name] with renewed energy and perspective.

Sincerely,

[Your Name]