

# Resignation Letter

Date: [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].

After my sabbatical, I have taken the time to reflect on my career and my personal goals. I have decided to pursue opportunities that align more closely with my aspirations.

I want to express my gratitude for the support and opportunities I have received during my time at [Company's Name]. It has been a valuable experience, and I appreciate the guidance and encouragement from you and my colleagues.

I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively before my departure.

Thank you once again for everything. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]