

Resignation Letter

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 was not easy and came after considerable thought.

My desire to explore travel opportunities has led me to this decision. I believe that stepping away from my role will allow me to pursue new experiences and adventures that I have always dreamed of. I appreciate the opportunities I've had at [Company's Name] and am grateful for the support from you and my colleagues.

During my remaining time, I am committed to ensuring a smooth transition and will assist in training my replacement as needed.

Thank you once again for the chance to be part of [Company's Name]. I look forward to staying in touch, and I hope to return one day after my travels.

Sincerely,

[Your Name]