

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]. The reason for my resignation is to pursue an extended travel journey that I have been planning for quite some time.

I am grateful for the opportunities and support I have received during my time at [Company's Name]. I have learned and grown significantly in my role here and will always cherish the experiences and relationships I've built.

I will ensure a smooth transition of my responsibilities before my departure. Thank you for your understanding.

Wishing you and the entire team all the best.

Sincerely,

[Your Name]