

Date: [Insert Date]

To: [Manager's Name]

Company: [Company Name]

Fax Number: [Manager's Fax Number]

From: [Your Name]

Subject: Resignation Notice

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from date]. This decision follows my recent sabbatical, during which I have reconsidered my professional path.

I am grateful for the opportunities I have had at [Company Name] and for the support from you and my colleagues. I have learned a great deal during my time here and will always cherish those experiences.

Please let me know how I can help during the transition. I am committed to making this process as smooth as possible.

Thank you once again for everything.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Job Title]