

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 recent sabbatical, I took the time to reflect on my personal and professional goals. Through this period of contemplation, I have decided to pursue a path that aligns more closely with my aspirations.

I am truly grateful for the opportunities I have had at [Company's Name] and the support from my colleagues. It has been a privilege to be part of such a dedicated team.

During my remaining time, I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively.

Thank you once again for your understanding and support.

Sincerely,

[Your Name]