

Resignation Letter

[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 much reflection during my recent sabbatical, I have gained valuable insights that have led me to this decision.

My time away has allowed me to explore my passions and reassess my professional goals. I have come to appreciate the importance of [specific insights] and how they align with my aspirations for personal growth and development. This clarity has made me realize that it is time for me to pursue new challenges that will further enhance my capabilities.

I want to express my gratitude for the opportunities I have had during my time at [Company's Name]. I have learned so much and have been privileged to work alongside a talented team. I am committed to ensuring a smooth transition and will do everything in my power to wrap up my current responsibilities.

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

Sincerely,

[Your Name]