

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

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 the date above].

During my recent sabbatical, I embarked on a journey of self-discovery and exploration of my newfound passions, which have led me to the decision to pursue these interests full-time. This was not an easy choice, as I have greatly valued my time at [Company Name] and appreciate the opportunities for growth and development that I have received.

I want to express my heartfelt gratitude to you and the entire team for your support and encouragement throughout my tenure. I will do everything I can to ensure a smooth transition and will be happy to assist in training my replacement or wrapping up any outstanding projects.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to staying in touch.

Sincerely,

[Your Name]