

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].

After careful consideration, I have decided to take a step back from my professional responsibilities to travel and explore the world. This has been a dream of mine for some time, and I believe it is the right moment for me to pursue this journey.

I have greatly appreciated the opportunities I've had at [Company's Name] and the support from you and my colleagues. Thank you for the invaluable experiences and memories.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch, and I look forward to sharing my adventures with you.

Sincerely,

[Your Name]