

[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]. I have decided to take a sabbatical to [brief reason for sabbatical, e.g., pursue personal interests, study, travel, etc.].

I am grateful for the opportunities I have had at [Company's Name] and appreciate the support from you and my colleagues. I will do my best to ensure a smooth transition during my remaining time and am happy to assist in training someone to take over my responsibilities.

Thank you for understanding my decision. I look forward to staying in touch and hope to return to [Company's Name] in the future.

Sincerely,
[Your Name]