

[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]. The purpose of my resignation is to take a sabbatical leave in order to [briefly explain reason for sabbatical, e.g., pursue personal interests, travel, education, etc.].

I want to express my sincere gratitude for the opportunities and experiences I have gained during my time with [Company's Name]. I appreciate the support and guidance I have received from you and my colleagues.

I will do my best to ensure a smooth transition and will complete any outstanding tasks before my departure. Please let me know how I can assist during this period.

Thank you for your understanding.

Sincerely,
[Your Name]