**RESIGNATION LETTER DUE TO TRAVELING ABROAD**

Address

City, State Zip Code

Dear Mr. /Ms. Last Name:

I draft this letter to let you know that I shall tender my resignation from your company, effective three weeks from now. I would have wished to retire in this company, but honestly, I cannot forfeit this juicier offer I have received abroad.

When I look back, I reminisce about the good old days I enjoyed with your company. Particularly, I cherish the support, warmth, love, and the friendship that my workmates accorded me while in your firm.

As always, I am ready and willing to be on standby during the transition period. Feel free to get to me for any help or support in the meantime. I shall be more than willing and ready to offer the same when I am called upon to do so.

Many thanks to you yet again for the opportunity you gave me while in the firm. I also wish you well in your subsequent Endeavor’s.

Sincerely,

Your Signature **(hard copy letter)**