**TEMPLATE LETTER  
RESIGNATION LETTER DUE TO TRAVELING ABROAD**

Company Address

City, State, Zip

Dear (Mr./Ms.) **[Name]**:Please accept this letter as formal notification that I am leaving my position as **[your title]** for **[Company]** effective Month XX, 20XX.

**[My wife and]** I have decided to take time off of work for an extended period to travel abroad prior to **[having children]**.  We feel like now will be our last opportunity for this once in a lifetime experience.  I truly appreciate all of the support and the opportunities which I have been provided during the past **[years** **employed]**.  **[Company]** has developed me professionally by offering a tremendous amount of responsibility and trust, for which I am very grateful.

I will offer any assistance necessary during this transition in order to facilitate the seamless passing of my responsibilities to my successor.

Sincerely,

Your Name