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

Dear Mr./Ms. Bossname,

I have recently received the exciting news that I have been accepted into **(program)** in **(location),** starting on **(date)**. Unfortunately, this means that I will be traveling abroad for the next **(amount of time).** This opportunity is very important to me, and so I’m very sorry to say that I must resign, effective **(date).**

I have greatly enjoyed my time at this company, and I hope that before I leave, I can help ease the way for my replacement. I will be out of touch during my travels, but when I return home, I would love to visit and catch up with everyone.

Thank you in advance for your understanding.

Sincerely,

Your Name