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

Dear (Mr. /Ms.) **[Name]**:

Please accept this letter as my resignation as **[your title]** at **[company name]**. My last day of work will be **[date]**, one month from now.

I have truly enjoyed working at the company. However, I have recently decided that now is the time for me to broaden my horizons and gain some invaluable experiences that will benefit me not only in my career but more importantly as a person. I have decided to take an extended period of time off work to live and travel abroad.

Thank you for the support and friendships I have made at the company and I will look back on my time here fondly. I look forward to keeping in touch with you. Please let me know what I can do to ease the transition and I wish the company every success.

Sincerely,

**[Your name]**