

[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]

## **Subject: Resignation from Team Leader Position**

Dear [Manager's Name],

I am writing to formally resign from my position as Team Leader at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy, and it comes after careful consideration of my career goals and personal aspirations. I have greatly appreciated the opportunities for personal and professional development that you have provided me during my time with the company.

I am proud of what we have achieved as a team and grateful for the support of my colleagues. I will do everything possible to ensure a smooth transition, including training my successor and completing any outstanding projects.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch and wish the team continued success in the future.

Sincerely,

[Your Name]