

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Team or Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Position Title] with [Team or Organization Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not an easy one and took a lot of consideration. I have greatly enjoyed coaching and supporting our athletes and am proud of the progress we made together during my time here. Thank you for the opportunity to be a part of such a talented team and to contribute to the development of our players.

I am committed to making the transition as smooth as possible and will do everything I can to wrap up my responsibilities effectively during my remaining time.

Thank you once again for your support and understanding. I look forward to staying in touch and wish the team all the best for the future.

Sincerely,

[Your Name]