

Resignation Letter

[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]

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].

Thank you for the opportunity to lead such a talented team. I have enjoyed my time working here and appreciate your support during my tenure.

I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively.

Sincerely,

[Your Name]