

Resignation Notice

[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: Formal Resignation Notice

Dear [Manager's Name],

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

This decision was not easy and took a lot of consideration. I have enjoyed working at [Company's Name] and am grateful for the opportunities to grow both personally and professionally during my time with the company.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you for your guidance and support. I look forward to staying in touch.

Sincerely,

[Your Name]