

# Resignation Letter

Date: [Insert Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as Team Leader at [Company Name]. This decision did not come easily, as I have genuinely enjoyed working with this remarkable team and contributing to our shared goals.

Throughout my time here, I have been fortunate to work alongside talented individuals who inspire me daily. I am grateful for the support, guidance, and opportunities for growth that I have received from you and my colleagues.

Due to [reason for resignation, e.g., personal reasons, career change], I believe it is best for me to transition out of my current role. My last working day will be [insert last working day, typically two weeks from the date above]. I am committed to ensuring a smooth transition and will do everything in my power to pass my responsibilities effectively.

Thank you once again for the opportunity to be a part of [Company Name]. I will carry fond memories and invaluable experiences with me as I move forward in my career. I wish you and the team all the best in future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]