

Reflective Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Dear [Manager's Name],

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

This decision comes after much contemplation and reflection on my career path and personal goals. I have appreciated the opportunities for growth and development during my time here, and I am grateful for the support from both my colleagues and management.

Leading our team has been an immensely rewarding experience, and I have learned invaluable lessons that I will carry with me throughout my career. I am proud of what we have accomplished together and will cherish the memories made.

As I transition out of this role, I am committed to ensuring a smooth handover of my responsibilities. I am more than willing to assist in training my successor or providing any necessary documentation.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to staying in touch and hope our paths cross again in the future.

Warm regards,

[Your Name]