

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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].

It is with a heavy heart that I make this decision, as my experience here has been incredibly rewarding. I am sincerely grateful for the opportunities I have been given and the experiences I have gained working with such a talented team.

Due to [brief explanation of reason for resignation, if comfortable sharing], I find that it is in the best interest of both myself and the team to step down at this time.

I will ensure a smooth transition of my responsibilities and offer my support to train my successor during the notice period.

Thank you once again for your understanding and support. I hope to stay in touch and wish everyone at [Company's Name] continued success.

Sincerely,

[Your Name]