

Resignation Letter

Date: [Insert Date]

Dear [Supervisor's Name],

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

This decision was not made lightly, but I have been presented with an opportunity for career advancement that I feel is the right step for my professional growth. I am grateful for the experiences and opportunities I have had while working with such a talented team and under your guidance.

I will do everything I can to ensure a smooth transition over the next few weeks. Please let me know how I can assist during this period.

Thank you once again for your support and mentorship. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]

[Your Position]