

Simple Resignation Letter with Apology for Team Disruption

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date of this letter].

I want to sincerely apologize for any disruption my departure may cause to the team and the ongoing projects. Please know that this decision was not made lightly, and I am truly grateful for the guidance, opportunities, and support I have received during my time here.

I am committed to ensuring a smooth transition and will do my utmost to complete any outstanding tasks and assist in training my replacement if needed. Please let me know how I can help during this period.

Thank you again for everything. I wish the team and the company continued success in the future.

Sincerely,

[Your Name]