

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Team Name]  
[Team Address]  
[City, State, Zip Code]

Dear [Team Owner/General Manager's Name],  
I hope this letter finds you well. I am writing to formally announce my decision to terminate my contract with [Team Name], effective [Termination Date].

After careful consideration, I believe this decision is in the best interest of both parties. I appreciate the opportunities I have been given during my time with the team, and I am grateful for the experiences I have gained.

I would like to ensure a smooth transition and am willing to assist in any way necessary during this process.

Thank you for your understanding. I wish [Team Name] continued success in the future.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]