

Resignation Letter

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

[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

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

It has been a pleasure working with you and the team. I have enjoyed my time here and I am grateful for the opportunities to grow professionally.

Please let me know how I can assist during the transition. I hope to keep in touch and wish the company continued success in the future.

Sincerely,

[Your Name]