

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 Technician at [Company Name], effective two weeks from today, [Last Working Day Date].

Thank you for the opportunities for professional and personal development that you have provided me during my time at the company. I have enjoyed working with you and the team.

I will do everything possible to ensure a smooth transition before my departure. Please let me know how I can help during this time.

Thank you again for the support and encouragement during my time at [Company Name]. I hope to stay in touch and wish the company continued success.

Sincerely,

[Your Name]