

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

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

This decision was not easy, but after careful consideration, I have decided to pursue another opportunity that aligns with my career goals. I want to express my sincere gratitude for the opportunities I have had during my time at [Company's Name]. The experiences and knowledge I gained here will always be valuable to me.

I am committed to ensuring a smooth transition. I will do my best to finish my current tasks and assist in the handover of my responsibilities during my remaining time.

Thank you once again for your support and understanding. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]