

# 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]

## **Subject: Resignation from Maintenance Role**

Dear [Manager's Name],

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

I have greatly enjoyed my time working here and appreciate the opportunities for personal and professional development. I am grateful for the support I've received from you and my colleagues throughout my tenure.

Please let me know how I can assist during the transition period. I hope to keep in touch, and I wish [Company's Name] continued success in the future.

Thank you for everything.

Sincerely,

[Your Name]