

Resignation Letter Template

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 a property maintenance technician at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy, and it comes after careful consideration of my career goals and personal aspirations. I am grateful for the opportunities I have had while working at [Company's Name], and I appreciate the support from you and my colleagues during my time here.

I will ensure that all my responsibilities are up to date and will help in the transition process to ease any disruptions caused by my departure.

Thank you once again for the opportunity and for understanding my decision. I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]