

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 in the maintenance department, effective [Last Working Day, typically two weeks from the date above].

I would like to express my gratitude for the opportunities I've had during my time here. I have learned and grown immensely in my role and truly appreciate the support of the team.

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

Thank you once again for the opportunity to be a part of [Company Name].

Sincerely,

[Your Name]