

Resignation Letter

Date: [Insert Date]

To: [Supervisor's Name]
[Company Name]
[Company Address]

Dear [Supervisor's Name],

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

Thank you for the opportunities I have had during my time at [Company Name]. I have appreciated the chance to work with such a dedicated team and to contribute to our projects. I am particularly grateful for the support received while I was developing my skills in [mention any specific skills or projects].

During my remaining time, I am committed to ensuring a smooth transition and completing my responsibilities to the best of my ability.

Thank you once again for the opportunity to be part of [Company Name]. I wish you and the team continued success in the future.

Sincerely,
[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]