

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 Maintenance Supervisor at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

Thank you for the opportunities I've had during my time here. I appreciate the support and guidance you have provided. I will ensure a smooth transition and help in the training of my replacement.

If there is anything specific you would like me to complete before my departure, please let me know.

Thank you once again for everything.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]