

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

This decision was not easy, as I have truly enjoyed working with the team and appreciate the opportunities I have been given during my time here. However, I have decided to pursue a new direction in my career.

I am committed to ensuring a smooth transition and will do my utmost to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you once again for the support and guidance during my tenure. I look forward to staying in touch and wish [Company's Name] continued success.

Sincerely,

[Your Name]