

# Resignation Letter

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

I have enjoyed working at [Company's Name] and am grateful for the opportunities to grow professionally during my time here. However, after careful consideration, I have decided to pursue new opportunities that align with my career goals.

Thank you for your support and guidance throughout my tenure. I am committed to ensuring a smooth transition and will do my best to complete my duties and assist in the training of my successor.

Wishing you and the team continued success. I hope to stay in touch in the future.

Sincerely,

[Your Name]