
Resignation Letter to Manager for Maintenance Job Example

Dear [Manager's Name],

I wish to formally submit my resignation from my position at [Company's Name], effective [last working day].

The experience I've garnered as part of the maintenance team has been instrumental. Each task, from the minor fixes to the major projects, has taught me the importance of attention to detail, teamwork, and timely execution.

While I move on to explore a new avenue in my career, I am deeply appreciative of the knowledge and skills I've acquired here. Please let me know of any tasks or handovers you'd like me to complete in my final weeks.

Thank you for your understanding and support.

Best,
[Your Name]