

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

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

I appreciate the opportunities and experiences I have had during my time here. I am grateful for the support and guidance from you and the team. Please let me know how I can help during the transition period.

Thank you for everything.

Sincerely,
[Your Name]