

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Law Firm's Name]
[Law Firm's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as Legal Secretary at [Law Firm's Name], effective [Last Working Day, typically two weeks from the date above].

I have appreciated the opportunity to work with such a talented team and to contribute to the success of our clients. The experience I have gained during my time at the firm has been invaluable, and I am grateful for the support and mentorship provided by you and my colleagues.

I will do my utmost to ensure a smooth transition during my remaining time here and will be happy to assist in training my replacement or handing off my responsibilities.

Thank you again for the opportunity to be a part of [Law Firm's Name]. I look forward to staying in touch and wish you all continued success.

Sincerely,
[Your Name]