

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

I would like to take this opportunity to express my gratitude for the experiences and opportunities I have gained during my time at [Company's Name]. I appreciate the support and guidance provided to me throughout my tenure.

Please let me know how I can assist during the transition. I hope to make this process as smooth as possible.

Thank you once again for the opportunity to be a part of [Company's Name].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]