

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

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

Dear [Recipient's Name],

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

I want to express my gratitude for the opportunities I have had while working with such a talented team. I've enjoyed my time at [Company's Name] and have learned a great deal that will benefit me in my future endeavors.

I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively. Please let me know how I can assist during this transition period.

Thank you once again for the support and guidance I've received during my time at [Company's Name]. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,
[Your Name]