

[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 Executive Administrative Assistant at [Company Name], effective [Last Working Day, typically two weeks from the date of the letter].

I have greatly appreciated the opportunities I have had to grow and develop professionally during my time here. Working with such a talented team has been a rewarding experience, and I am thankful for the support I have received.

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

Thank you once again for the opportunity to be a part of [Company Name]. I wish you and the team continued success in the future.

Sincerely,
[Your Name]