

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

I have appreciated the opportunities for professional and personal development during my time at [Company's Name]. I am grateful for the supportive environment and for having the chance to work with a talented team.

Please let me know how I can assist during the transition period. I look forward to staying in touch.

Thank you once again for everything.

Sincerely,
[Your Name]