

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Client's Name]  
[Client's Company Name]  
[Client's Address]  
[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally resign from my position as your freelance secretary, effective [Last Working Day, typically two weeks from the date above].

This decision was not easy, as I have enjoyed working with you and appreciate the opportunities I have had during my time here. However, I believe it is time for me to pursue new ventures.

I will ensure that all my current tasks are completed and will do my best to ensure a smooth transition. Please let me know how I can assist during this period.

Thank you for the support and trust you have shown me. I wish you and [Client's Company Name] continued success.

Best regards,

[Your Name]