

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

I appreciate the opportunities I have had during my time at [Company Name] and the support I have received from you and the team.

I will do my utmost to ensure a smooth transition of my responsibilities before my departure.

Thank you once again for everything.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]