

****Template 1: Formal Resignation Letter****

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

I am grateful for the opportunities I've had during my time here and appreciate your support and guidance.

Thank you for your understanding.

Sincerely,
[Your Name]

****Template 2: Short Resignation Email****

Subject: Resignation - [Your Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to inform you that I am resigning from my position as Remote Secretary, effective [Last Working Day].

Thank you for the support during my time at [Company's Name]. I wish the team all the best.

Best regards,
[Your Name]

****Template 3: Resignation Letter with Transition Offer****

[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 role as Remote Secretary at [Company's Name], with my last day of employment being [Last Working Day].

I am committed to ensuring a smooth transition and would be happy to assist in training my replacement.

Thank you for the opportunities and support during my tenure.

Warm regards,
[Your Name]