

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

I have greatly appreciated the opportunities I've had during my time here, and I am grateful for your support and guidance. Working with you and the team has been an invaluable experience, and I have learned and grown tremendously.

During the transition period, I am more than willing to assist in whatever way I can to ensure a smooth handover of my responsibilities. Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I wish you and the team continued success.

Sincerely,  
[Your Name]