

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

I would like to take this opportunity to express my gratitude for the support and opportunities I have received during my time at [Company's Name]. Working alongside such a talented team has been a rewarding experience, and I truly appreciate the knowledge and skills I have gained.

I will ensure a smooth transition by completing my current responsibilities and assisting in the handover of my tasks to my successor. Please let me know how I can help during this transition period.

Thank you once again for everything. I hope to keep in touch in the future.

Sincerely,
[Your Name]