

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

Dear [Employer's Name],

I am writing to formally resign from my position as part-time secretary at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I have enjoyed working at [Company's Name] and appreciate the opportunities for personal and professional growth that I have experienced during my time here. Thank you for the support and guidance you have provided me.

I am committed to ensuring a smooth transition and will do my best to complete my responsibilities before my last day. Please let me know how I can assist during this period.

Thank you once again for the opportunity. I look forward to staying in touch.

Sincerely,  
[Your Name]