

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

I want to express my gratitude for the opportunities I've had during my time at [Company's Name]. Working with you and the team has been a valuable experience, and I appreciate the support and guidance I've received.

I will ensure a smooth transition by completing my current tasks and assisting in the handover process.

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

Sincerely,
[Your Name]