

****Resignation Letter Template for Senior Secretary****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

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

I have greatly appreciated the opportunity to work with such a talented team and have learned a lot during my tenure. I am grateful for the support and guidance you have provided me throughout my time here. Please let me know how I can assist during the transition period to ensure a smooth handover of my responsibilities.

Thank you once again for the opportunity. I wish the team continued success in the future.

Sincerely,

[Your Name]