

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

It has been a pleasure working with you and the team, and I am grateful for the opportunities I have had during my time here. I have learned a great deal and appreciated the support I have received from both you and my colleagues.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch in the future.

Sincerely,

[Your Name]