

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

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

I have greatly appreciated the opportunities I have had to grow both personally and professionally during my time at [Company's Name]. Thank you for your guidance and support.

I am committed to ensuring a smooth transition and will assist in the handover of my responsibilities in any way I can.

Thank you once again for the opportunity to be part of [Company's Name]. I hope to keep in touch, and I wish the company continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]