

# Resignation Letter

Date: [Insert date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

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

This decision was not easy and involved a lot of consideration. I am grateful for the opportunities I've had during my time with [Company's Name] and have enjoyed working with you and the team.

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

Thank you for your support and guidance throughout my tenure. I hope to stay in touch and wish [Company's Name] continued success.

Sincerely,

[Your Name]