

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Law Firm's Name]

[Firm's Address]

[City, State, Zip Code]

Dear [Manager's Name],

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

Thank you for the opportunities for personal and professional development that you have provided me during my time at the firm. I have enjoyed working with you and the team.

Please let me know how I can assist during the transition period. I hope to maintain our professional relationship in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]