

[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]

Subject: Resignation - [Your Name]

Dear [Manager's Name],

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

It has been a pleasure working with the team and I am grateful for the opportunities I've had to grow and learn. I appreciate the support and guidance provided during my time here.

I will ensure a smooth transition of my responsibilities and am happy to assist in training my replacement.

Thank you once again for the opportunity. I look forward to staying in touch.

Sincerely,

[Your Name]