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# Basic Resignation Letter as a Secretary

## Example

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Supervisor's Name],

I am writing to announce my resignation from my position as [Your Position] at [Company Name], effective [Resignation Date]. Serving as a secretary has been a rewarding experience, and I am grateful for the knowledge and skills I've gained during my tenure.

I believe it's time for me to explore new avenues and contribute my abilities elsewhere. I assure you that I am dedicated to making this transition as smooth as possible by assisting in the handover process.

I want to thank you and the team for the support, guidance, and positive work environment that made my time at [Company Name] memorable.

Sincerely,

[Your Name]