**[Your name]**

**[Position (*optional*)]**

**[Address (*optional*)] | [Phone (*optional*)]**

November 21, 2012

Ms. [Boss Name]

Chief Executive Officer

[Company Name]

[Company Address]

Dear Ms. [Boss Name]:

I am writing to formally notify you that I am resigning from my position as Administrative Assistant with Acme Company.

My last day of employment will be December 24, as per the terms of my employment contract.

I appreciate the opportunities I have been given at Acme and your professional guidance and support. I wish you and the company success in the future.

Yours sincerely,

[Your signature]

[Your name]