

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient's Name

Department/Position

Institution/Organization Name

Institution Address

City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally resign from my current position at [Current Institution/Organization Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes as I have been offered an exciting opportunity to join [New Institution/Organization Name] as part of their medical faculty.

It has been a great privilege to work alongside talented colleagues and to contribute to the important work of [Current Institution/Organization Name]. I am grateful for the support, mentorship, and experiences I have gained during my time here.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in this process.

Thank you once again for the opportunities and support during my tenure. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,

[Your Name]