

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position as Clinical Research Coordinator at [Company Name], effective [Last Working Day, typically two weeks from the date above].

It has been a pleasure to work alongside such a talented and dedicated team. I am grateful for the opportunities for professional development and the support I have received during my time here.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my current responsibilities before my departure.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to staying in touch and wish the team continued success in the future.

Sincerely,

[Your Name]