

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Healthcare Facility/Organization Name]

[Facility Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Healthcare Facility/Organization Name], effective two weeks from today, [Last Working Day, Date].

This decision was not made lightly, as I have genuinely enjoyed working with our team and serving our patients. I am grateful for the opportunities for personal and professional growth that I have experienced during my time here.

During the next two weeks, I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can assist in this process.

Thank you once again for the support and opportunities. I hope to keep in touch, and I wish [Healthcare Facility/Organization Name] continued success in the future.

Sincerely,

[Your Name]