

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Hospital/Organization Name]

[Hospital/Organization Address]

[City, State, Zip Code]

Subject: Resignation Letter

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Hospital/Organization Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, as I have greatly enjoyed working in the health sector and being part of a dedicated team. I appreciate the opportunities for professional growth and the support I have received during my tenure here.

I will ensure a smooth transition and will be happy to assist in training my replacement before my departure. Please let me know how I can help during this transition period.

Thank you once again for the opportunity to be a part of [Hospital/Organization Name]. I look forward to staying in touch, and I hope to cross paths in the future.

Sincerely,

[Your Name]