

Resignation Letter

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name

Hospital/Facility Name
Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Hospital/Facility Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes after a long and fulfilling tenure of [Number of Years] years in the healthcare field.

Working at [Hospital/Facility Name] has been a significant part of my life. I am grateful for the opportunities I have had to contribute to patient care and for the support from my colleagues and management. The experiences I've gained and the relationships built will always hold a special place in my heart.

Please let me know how I can assist during the transition period. I hope to leave my responsibilities in good standing and ensure a smooth handover.

Thank you once again for the incredible experiences and support throughout my career at [Hospital/Facility Name]. I look forward to keeping in touch in the future.

Sincerely,
[Your Name]