

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Facility/Organization Name]

[Facility Address]

[City, State, Zip Code]

Dear [Manager's Name],

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

Though my time at the facility has been brief, I am grateful for the opportunity to work alongside a dedicated team and contribute to patient care. However, after careful consideration, I have decided to pursue an alternative path that aligns better with my professional goals.

I appreciate your understanding and support during this transition. I will do my best to ensure a smooth handover of my responsibilities before my departure.

Thank you once again for the opportunity. I hope to remain in touch and wish the facility all the best in the future.

Sincerely,

[Your Name]