

Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

[Hospital/Clinic Name]

[Hospital/Clinic Address]

[City, State, Zip Code]

Dear [Manager's Name],

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

After careful consideration, I have decided to prioritize my work-life balance, which has led me to this difficult decision. I have greatly appreciated the opportunities for professional growth provided to me during my time here, and I am truly thankful for the support from my colleagues and the management team.

During the transition, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in this process.

Thank you once again for the support and opportunities. I look forward to staying in touch and wish the team continued success.

Sincerely,

[Your Name]

[Your Contact Information]