

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Hospital/Clinic Name]

[Hospital/Clinic Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally resign from my position at [Hospital/Clinic Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not easy, but after careful consideration, I have decided to pursue a new opportunity that will provide me with further career advancement.

I am grateful for the opportunities I've had to learn and grow while working with such a talented team. The support and guidance I have received have been invaluable to my professional development.

I will do everything I can to ensure a smooth transition before my departure, including completing my current projects and assisting in the transfer of my responsibilities.

Thank you once again for the opportunity to be a part of [Hospital/Clinic Name]. I look forward to staying in touch and wish the team continued success.

Sincerely,

[Your Name]