

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Medical Facility's Name]

[Facility's Address]

[City, State, Zip Code]

Dear [Manager's Name],

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

This decision was not made lightly, but due to a recent relocation for personal reasons, I feel it is the best choice for my career and family.

Thank you for the opportunity to work at [Medical Facility's Name]. I have greatly appreciated the chance to contribute to our team and learn from my experiences here. I will do my best to ensure a smooth transition during my remaining time.

Wishing you and the team all the best in the future.

Sincerely,

[Your Name]