

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 Job Title] at [Facility/Organization Name], effective [Last Working Day, typically two weeks from the date above].

This decision has not come easy, but due to personal reasons, I feel it is in my best interest to step away from my medical position at this time.

I am grateful for the opportunities I have had during my time at [Facility/Organization Name] and for the support from my colleagues and management. I have learned so much and will cherish the experiences I gained while working here.

I will do everything possible to ensure a smooth transition and assist in transferring my responsibilities to other team members.

Thank you for your understanding. I hope to stay in touch and wish the organization continued success in the future.

Sincerely,

[Your Name]