

Resignation Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Supervisor's Name]
[Facility/Organization Name]
[Facility Address]
[City, State, Zip Code]

Dear [Supervisor'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].

This decision was not an easy one, but after careful consideration, I have decided to pursue further education in [Field of Study] to enhance my skills and knowledge in the medical field.

I am incredibly grateful for the opportunities I have had during my time at [Facility/Organization Name]. The experiences and knowledge I have gained are invaluable, and I appreciate the support and guidance from you and my colleagues.

During the transition period, I am committed to ensuring a smooth handover of my duties and responsibilities, and I am happy to assist in training my replacement if needed.

Thank you once again for the opportunities and support. I look forward to staying in touch, and I hope to see everyone in the future.

Sincerely,
[Your Name]