

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

## **Subject: Resignation from Healthcare Management Position**

Dear [Manager's Name],

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

It has been a privilege to work in healthcare management at [Company's Name]. I am grateful for the opportunities to develop my skills and contribute to our goals.

I will ensure a smooth transition and assist in the handover process during my remaining time here.

Thank you for your guidance and support. I hope to stay in touch and wish the team continued success.

Sincerely,

[Your Name]