

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Clinic's Name]

[Clinic's Address]

[City, State, Zip Code]

Dear [Manager's Name],

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

Working at [Clinic's Name] has been a valuable experience for me and I am grateful for the opportunities to grow and learn as part of your team. I appreciate the support and guidance I've received and the relationships I have built with both staff and clients.

Please let me know how I can assist during the transition period. I hope to stay in touch and wish [Clinic's Name] and the team continued success in the future.

Thank you for everything.

Sincerely,

[Your Name]