

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Dental Practice Name]

[Practice Address]

[City, State, Zip Code]

Dear [Employer's Name],

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

I have greatly appreciated the opportunity to work with a talented team and to contribute to the care of our patients. This decision was not easy, but after careful consideration, I have decided to pursue [brief reason, if comfortable, e.g., further education, a new job opportunity, personal reasons].

Thank you for the support and guidance you have provided during my time at [Dental Practice Name]. I hope to stay in touch and wish you and the practice continued success.

Sincerely,

[Your Name]