

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Supervisor's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally resign from my position as Medical Secretary at [Company/Organization Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, and I am grateful for the opportunities for professional and personal development that I have received during my time here. I have enjoyed working with such a talented team and appreciate the support and guidance you have provided.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can help during this transition period.

Thank you once again for the opportunity to be a part of [Company/Organization Name]. I look forward to staying in touch in the future.

Sincerely,
[Your Name]