

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

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

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Facility/Organization Name], effective [Last Working Day, typically two weeks from the date of the letter].

I have appreciated the opportunity to work alongside such a dedicated team and contribute to the care of our patients. My experience here has been invaluable, and I am grateful for the support and guidance I have received during my time at [Facility/Organization Name].

Please let me know how I can assist during the transition. I hope to maintain our professional relationships in the future.

Thank you once again for the opportunity.

Sincerely,
[Your Name]