Name of sender

Address of sender

Name of receiver

Address of receiver

Dear (name of receiver)

I am writing this letter to let you know that I have to resign from my job of (position name) with (name of institution), effective on (date). I wish to apologize for any inconvenience that my resignation might cause you and I will try to make the transition as smooth as possible.

I would like to thank the institution and the staff of the institution at (name of institution). Through my work here I have gained new experiences and new skills that will ensure my advancements in my health care career. Although I have been very happy while working here, I feel like I have to accept the offer that has been presented to me to make advancements in my career. I am grateful for the experience that I gained and the skills that I got while working at (name of institution).

You can contact me until (date). I would like you to let me know about the paperwork that must be done with the HR department and other formalities.

Thank you for the support that you have given me.

Sincerely

Name of sender