

[Current Date]

[Employee Name]

[Employee Title/Position]

[Department/Clinic Name]

Dear [Employee Name],

This letter is to formally acknowledge and accept your resignation from your position as [Job Title] at [Organization Name], effective [Last Working Day Date].

We appreciate the medical care and professional service you have provided to our patients and the team during your tenure. We wish you success in your future professional endeavors.

Regarding your departure, please ensure that all patient records and outstanding medical charts are completed and signed by [Date]. Human Resources will contact you shortly to coordinate the return of facility property, including ID badges, keys, and any medical equipment, and to discuss the status of your benefits.

Thank you for your contributions to [Organization Name].

Sincerely,

[Signature]

[Manager Name]

[Manager Title]

[Organization Name]