

Dear [Supervisor's Name],

I hope this message finds you well. It is with a heavy heart that I am writing to inform you of my decision to resign from my position as [Your Position] at [Hospital/Organization Name], effective [Last Working Day, typically two weeks from the date of the letter].

This decision was not made lightly, as I have truly cherished my time here, working alongside such a dedicated and compassionate team. However, due to recent changes in my family commitments, it has become increasingly challenging to balance my responsibilities at work with the needs of my loved ones.

I am deeply grateful for the opportunities I've had here, including the chance to learn, grow, and contribute to a team that truly makes a difference in the lives of our patients. I will always value the support, camaraderie, and friendships that have made my experience so fulfilling. Please know that I am committed to ensuring a smooth transition and am willing to assist in any way possible during my remaining time, including training or providing assistance to whomever will be taking on my duties. Thank you once again for your understanding and support. I hope to stay in touch, and perhaps our paths will cross again in the future. Wishing you and the team continued success.

With warm regards,

[Your Name]