

Subject: Formal Announcement of Resignation

Dear [Hospital Name] Team,

I hope this message finds you well. It is with a mix of gratitude and sadness that I write to formally announce my resignation from my position as [Your Position] at [Hospital Name], effective [Last Working Day, typically two weeks from the date of this letter].

Throughout my time here, I have had the immense privilege of working alongside an exceptional team of professionals. Together, we have faced numerous challenges and celebrated countless successes, always placing our patients' care and well-being at the forefront of our efforts. The dedication and compassion I have witnessed within these walls are truly inspiring, and I am proud of all we have achieved.

This decision was not made lightly and comes after careful consideration of my career goals and personal aspirations. As I prepare to move on to the next chapter of my professional journey, I carry with me the valuable experiences and lessons learned from my time here.

I am committed to ensuring a smooth transition and will do all I can to support my colleagues during this period. Please do not hesitate to reach out if there is anything specific I can assist with to facilitate this process.

Thank you all for your kindness, support, and camaraderie. I look forward to witnessing the continued success and growth of [Hospital Name].

With warm regards,

[Your Name]

[Your Position]

[Contact Information]