

Medical Assistant Resignation Letter

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

[Today's Date]

[Supervisor's Name]
[Medical Facility Name]
[Medical Facility Address]
[City, State, ZIP Code]

Dear [Supervisor's Name],

I am writing this letter to formally resign from my position as a Medical Assistant at [Medical Facility Name], effective [Last Working Day, typically two weeks from the date of this letter]. This decision has not been easy for me, and I have considered it carefully.

I have greatly enjoyed working at [Medical Facility Name] and have learned a tremendous amount during my time here. The team I have had the privilege of working with has been wonderful, and the experiences I've gained have been invaluable. I'm deeply grateful for the support, guidance, and opportunities I have received during my tenure.

However, due to personal circumstances, I find it necessary to move in a different direction at this point in my life. I hope to embark on new challenges and experiences that align better with my current situation.

I am committed to making this transition as smooth as possible. I am more than willing to assist with training my successor, completing pending tasks, and ensuring that all my responsibilities are well-organized for a seamless handover. Please let me know how I can be of assistance during this period.

I would like to take this opportunity to express my sincere appreciation for the trust you have placed in me during my time at [Medical Facility Name]. I hope to maintain the connections and friendships I've built here.

Thank you for understanding my decision, and I am grateful for your support and understanding.

Sincerely,

[Your Name]

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This template is a sample and should be customized with your specific information. It's important to check your employment contract and give appropriate notice as per company policy.