

Medical Assistant Resignation Letter

[Full Name]

[Title]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Today's Date]

[Name of Manager]

[Title]

[Name of Company]

[Address]

[City, State, Zip Code]

Dear Mr./Ms. Last Name of Manager:

I am writing to inform you that I am resigning from my position as medical assistant, effective two weeks from today. My last day at the company will be [date].

I have truly enjoyed working here and have been grateful for the opportunity to learn and grow. However, I have recently been offered a position that better aligns with my long-term career goals.

I want to thank you for all your support during my time here. I have appreciated your guidance and mentorship, and I am confident that I have gained the skills and knowledge needed to excel in the field of medicine.

During the next two weeks, I am willing to help you in any way to make the transition as smooth as possible. I hope that we can remain in touch.

Once again, thank you for everything.

Best regards,

[Signature]

[Full Name]