To

Dr. David Richards,

Chief Dentist,

ABC Dental Clinic,

Date: xxx October 20xx

Subject: Resignation letter

Dear Dr. David,

I am writing this to inform you formally that I am resigning from the post of dental assistant effective two weeks from now. My last day of work at ABC Dental Clinic will be xx October 20xx.

This resignation is due to better job prospects; I have accepted a position in the Government Dental College which is beneficial for my career development and growth. Having said that, I really have enjoyed working under you for the past one year and leaned a lot under your guidance.

During my last two weeks here I am willing to help in a smooth transition with whoever fills in for me.

Thank you once again for all your support and guidance.

Sincerely

Signature

Sara Jones