

Resignation Letter For Medical Receptionist

Laura Thompson

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August 6, 2024

Dr. Michael Carter

Medical Superintendent

Greenville Health Clinic

789 Willow Street

Greenville, TX 75401

Dear Dr. Carter,

I am writing to formally resign from my position as Medical Receptionist at Greenville Health Clinic, effective August 20, 2024.

Due to an unforeseen medical emergency, I must prioritize my health and recovery, which requires an immediate leave of absence. After consulting with my healthcare provider, it has become clear that I need to focus entirely on my treatment and recuperation.

I am deeply grateful for the opportunities and experiences I have had while working at Greenville Health Clinic. The support and camaraderie from my colleagues and the leadership team have been invaluable, and I am proud of the work we have accomplished together.

I will do my best to ensure a smooth transition and will assist in any way possible to transfer my responsibilities. Please let me know how I can help during this period.

Thank you for your understanding and support during this challenging time. I hope to stay in touch and would be open to discussing any potential future opportunities once my health improves.

Sincerely,

Laura Thompson