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# Resignation Letter For Hospital Receptionist

**Jane Smith**

789 Welcome Lane

CareCity, CC 23456

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(555) 987-6543

June 28, 2024

**Mr. Robert Johnson**

Office Manager

CareCity Hospital

123 Healing Way

CareCity, CC 34567

Dear Mr. Johnson,

I am writing to formally resign from my position as a Receptionist at CareCity Hospital, effective July 12, 2024.

I have truly enjoyed my time at CareCity Hospital and am grateful for the opportunity to work with such a dedicated and professional team. The experiences and skills I have gained here have been incredibly valuable to my personal and professional growth.

After much consideration, I have decided to pursue a new opportunity that aligns with my long-term career goals. This decision was not easy, as I have greatly valued my role and the relationships I have built with my colleagues and the patients we serve.

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I am committed to ensuring a smooth transition and will do everything I can to facilitate the handover of my responsibilities. Please let me know how I can assist during this period to make the transition as seamless as possible for the team and our patients.

I am deeply appreciative of the support and opportunities provided to me during my tenure at CareCity Hospital. I wish the hospital continued success and growth in all its future endeavors.

Thank you for your understanding and support regarding my decision.

Sincerely,

**Jane Smith**