**[Sender Name]**

[Sender Title]

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| --- | --- | --- |
| [Email] | [Phone] | [Address] |

**To**

**[Receiver Name]**

[Receiver Title]

[Address]

[Email]

Dear Tom,

This letter is my official letter of resignation. I have enjoyed working in your office very much indeed this past couple of years. I have spent enough time in the field though to know that a dental assistant's job is not as fulfilling as the position of a dental hygienist. Consequently, I am returning to school to complete my degree as a hygienist. This will require a full-time commitment of my time.

This degree will also afford me the opportunity to work part-time when my husband and I start a family in the future. So, while I think about the future and earning this degree, it is a positive life choice for me.

I appreciate working in your practice since it gave me the ability to explore my interest in the field. Once I have graduated, possibly you will need a dental hygienist. We have worked so well together that I would be pleased to rejoin your practice in a different position.

I will also miss my coworkers who have contributed to a harmonious workplace.

My last day will be June 30, 20XX, so if we start recruiting immediately, I am allowing some extra time so I can train my replacement for you.

Regards,

Sarah Johnson