**Professional Resignation Letter Email**

**Subject Line:**Resignation – (Name Here)

Dear Ms. (Last Name),

I am writing to submit my resignation for my position as unit coordinator at Town Hospital, effective June 10.

I am more grateful than I can say for all your support and assistance over the past five years. Working here has been a first-class education in teamwork, healthcare administration, and getting the job done. I’ll miss working with you all, and hope you’ll stay in touch.

Please let me know if I can be of any assistance during the transition.

Sincerely,

(Name Here)
example@email.com
xxx-xxx-xxxx