**RESIGNATION LETTER DUE TO PERSONAL REASON**

**Subject Line: Resignation – Rob K. Smyth**

Dear Dr. Jonas,

This email is to serve as my formal resignation from my position as Nurse Coordinator at Newtown Hospital, effective February 10, 20XX.

I cannot overstate how grateful I am for your support and assistance over the past four years. My time here has taught me invaluable lessons in healthcare administration as well as teamwork and time management, among many others. I will certainly miss working with you and the team and hope you'll stay in touch. I wish you nothing but the best.

Please let me know if there is anything I can assist with during the transition.

Sincerely,

Rob K. Smyth

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