

DOCTOR RESIGNATION LETTER

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Introduction

When a doctor has to resign from the current job, a resignation letter is submitted to the management. Life is a continuous journey and there are several changes which take place for the betterment of life. Change is any times unavoidable as it gives a fresh breath of air and new motivation to work.

Doctor Resignation Letter Tips

The following tips will help you to write a doctor resignation letter:

- As a request is being made through the letter, it should sound polite.
- The language used should be simple and easy to understand.
- The content of the letter should be short and straightforward.

Sample Doctor Resignation Letter

To

The Head of Department,
Orthopedics Department,
Sunshine Hospital,
Hyderabad

10th October, 2013

Subject: Resignation letter

Dear Sir,

This letter is to inform you that I want to resign from the post of senior doctor as I am shifting to another hospital. Please treat this letter as one month notice period from the date mentioned above.

I want to thank all the staff members of the hospital for their continuous support all these years. I have enjoyed my position as the senior doctor for the past two years. I have learnt several new things during my tenure in this hospital. Work in this hospital has been very rewarding and I accept the fact that yours is one of the best hospitals in the city. Resigning from this job is not an easy one for me.

I have taken this decision after serious consideration of several factors. I got a better opportunity to work as the Head of the Department, Orthopedics Department. I hope this new position will improve my talent and skill and I will be able to face new challenges.

Looking forward to hear from you,

Yours Sincerely,

Rajiv Saxena

Doctor Resignation Letter Template

To,

_____ (employee's name)

_____ (employee's address)

From:

_____ (Your name)

_____ (Your address)

Date _____ (date of writing letter)

Dear Mr. /Ms _____ (name of the concerned person),

This letter is to inform you I am resigning from the post of _____ (name of post). I got an opportunity to work as the Head of the Department _____ (name of department).

In this context I would like to thank all the staff members of _____ (name of hospital) for all the help and support they rendered all these years. I enjoyed working here. I have rewarding experiences with this hospital.

Resigning from the job was not an easy decision for me. I have come to this decision after a series of discussions with all my family members. They are of the opinion that when a better opportunity comes, it is best to accept and move on in life.

I kindly request you to accept my resignation with immediate effect and do the needful.

Yours Sincerely

_____ (Your name)

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