Dear Mr./Ms. Last Name:

I have immensely enjoyed my time working at Smith Dental. However, I must tender my resignation. I have obtained a full-time job with another practice; my final day of work here will be June 1.

I greatly appreciate all the opportunities your office has provided me, and I will miss the cameraderie around the office. My colleagues offered me help, support and advice, and for that I am grateful. Please advise me as to the proper procedure for returning equipment and cleaning out my work space.

If I can do anything to ease the transition or to help in any other way, please don't hesitate to call.

Thank You,

Your Name (Signature)

Your Name (Typewritten)