

Cynthia Albert, CNA  
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[Email]

October 5, 2018

Ms. Abigail Leroy  
Nursing Manager  
St. Louis Family Health Clinic  
7736 Bellflower Ct  
Toms River, NJ 11123

Dear Ms. Leroy:

I am writing to inform you of my decision to resign from the Certified Nursing Assistant position for the St. Louis Family Health Clinic effective October 19, 2018.

It makes me sad to leave such a rewarding job through which I have learned very much. Your leadership and advice took my career a long way. I genuinely wish to find some way I could continue, but I have some family matters back in Boston, and I have no choice but to leave at this point.

The guidance and training you provided in the patient care arena will help me contribute to the well being of patients.

I will hand over all my work to whomever you consider right to replace me. Rest assured that I will complete any pending work before I leave.

Thank you once again for your guidance and support throughout my tenure at St. Louis Family Health Clinic. I look forward to working with you again if provided with a chance in the future.

Sincerely,

(Signature)  
Cynthia Albert, CNA