Formal Resignation Letter

Bethany Goeppinger

Friday, December 17, 2021

Galion City Health Department

113 Harding Way East

Galion, Ohio 44833

Dear Emily,

 Please accept this correspondence as my formal resignation from my position as Registered Nurse at Galion City Health Department. December 29, 2021 will be my final day.

 Thank you for the opportunity provided and the experience that I have gained while in this position. Thank you for your support and guidance.

 I will complete my time with the same hard work, diligence and best effort as you have come to know me by and expect from me. Please let me know of any way that I may help during this transition. I wish you, the department and the company only the best going forward.

Sincerely,

Bethany Goeppinger