

1/26/2025

Kylee Cheek
Patient Care Technician
1818 Northwest Road,
Vickery Ohio, 43462

Name of other party
Title
Institution
Number, Street or P.O box
City, State, Zip

Dear [Manager's Name],

I am writing to formally resign from my position as a Patient Care technician at Firelands Hospital. I have chosen to step down so that I can explore new opportunities that better match my career aspirations and personal development. I have truly valued the chances to develop both on a personal and professional level throughout my time here. I am grateful for your support and understanding.

Sincerely,
Kylee Cheek