

Introduction Letter

Date: [Insert Date]

To: [Nursing Staff/Department Name]

From: [Your Name]

Subject: Introduction of Clinical Rotation Student

Dear [Nursing Staff/Team],

I hope this message finds you well. I am writing to introduce [Student's Name], a clinical rotation student from [University/Program Name], who will be joining us for their clinical experience starting from [Start Date] to [End Date].

[Student's Name] is eager to learn and gain practical experience in our department and will be working closely with the nursing staff. Please extend your support and guidance to them during this time.

Should you have any questions or require further information, please feel free to reach out to me.

Thank you for your cooperation and support.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]