

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Hospital/Organization Name]

[Address]

[City, State, Zip Code]

**Dear [Manager's Name],**

I am writing to formally resign from my position as a nurse at [Hospital/Organization Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not easy, but after careful consideration, I have decided to pursue a career advancement opportunity that aligns with my professional goals.

I am truly grateful for the support and opportunities I have received during my time at [Hospital/Organization Name]. Working alongside such a talented team has enriched my experience and contributed significantly to my professional growth.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities and will be happy to assist in training my replacement or completing any outstanding tasks.

Thank you once again for the valuable experiences and mentorship. I hope to keep in touch and wish the team at [Hospital/Organization Name] continued success in the future.

Sincerely,

[Your Name]