

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Hospital/Organization Name]

[Hospital 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 made lightly, as my time spent here has been both rewarding and fulfilling.

However, after much consideration, I have decided to pursue a new career path that aligns more closely with my personal and professional goals. I am excited about this new journey, but I will sincerely miss my colleagues and the patients I have cared for during my time here.

I am committed to ensuring a smooth transition and will do everything I can to assist in the handover of my responsibilities. Please let me know how I can help during this time.

Thank you for the support, guidance, and opportunities for professional development that I have received during my time at [Hospital/Organization Name]. I appreciate all the experiences I have gained here and hope to stay in touch in the future.

Sincerely,
[Your Name]