

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Hospital/Clinic Name]

[Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my nursing position at [Hospital/Clinic Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have accepted a new opportunity that aligns with my career goals and aspirations in the healthcare field. This decision was not easy, as I have greatly appreciated the support and professional development I've received during my time here.

I am committed to ensuring a smooth transition and will do everything necessary to assist in handing off my responsibilities. Please let me know how I can help during this period.

Thank you for the invaluable experiences and support. I hope to stay in touch and wish the team continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]