

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Hospital/Clinic Name]

[Hospital/Clinic Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally resign from my position as a nurse at [Hospital/Clinic Name], effective [Last Working Day, typically two weeks from the date above]. This decision has been made after careful consideration of personal reasons that require my immediate attention.

I am grateful for the opportunities I have had to work with you and the entire team. I have learned a great deal during my time here and appreciate the support you have provided me.

Please let me know how I can assist in the transition process. I hope to maintain positive relationships and would be glad to help during this time.

Thank you for your understanding.

Sincerely,

[Your Name]