

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Hospital/Facility Name]

[Facility Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my nursing position at [Hospital/Facility Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not easy and comes after careful consideration of my current family commitments that require my immediate attention.

I am grateful for the opportunities I have had during my time at [Hospital/Facility Name]. Working alongside such a dedicated team has been a rewarding experience, and I will cherish the memories and relationships built here.

I will ensure a smooth transition during my remaining time and am happy to assist in training my replacement if needed. Thank you for your understanding.

Sincerely,

[Your Name]