

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Hospital/Institution Name]

[Hospital/Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

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

This decision has been a difficult one to make, but due to health reasons, I feel it is necessary for me to step away from my duties at this time.

I would like to express my gratitude for the opportunities I've had while working with you and the entire team. I have learned and grown so much during my time here, and I truly appreciate the support and guidance I have received.

Please let me know how I can assist during the transition period. I hope to leave my responsibilities in a smooth state for my colleagues and ensure continuity of care for our patients.

Thank you once again for everything. I wish the team and the institution continued success in the future.

Sincerely,

[Your Name]