

# 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 was not easy and required a lot of consideration. However, I have decided to pursue further education to advance my career in nursing.

I am grateful for the opportunities I have had while working with such an exceptional team and will always cherish my time here. I am committed to ensuring a seamless transition and will assist in training my replacement if needed.

Thank you for your understanding and support during this time.

Sincerely,

[Your Name]