

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 nursing position at [Hospital/Clinic Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes as I will be relocating to [New Location], and I believe it is necessary for me to step away from my current duties.

It has been a privilege to work alongside such a talented team and to provide care to our patients. I am truly grateful for the support and opportunities I have received during my time here.

Please let me know how I can assist in ensuring a smooth transition during my remaining time.

Thank you for everything.

Sincerely,

[Your Name]