

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 has not come easily, but after careful consideration, I have realized the importance of prioritizing my work-life balance. I believe that stepping down will allow me to focus on my personal well-being and explore new opportunities that align better with my current goals.

I am grateful for the experiences, support, and growth I have achieved during my time here. I appreciate the wonderful team and the relationships I have built, and I will cherish the memories I've made.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in this process.

Thank you once again for the opportunities and support during my time at [Hospital/Clinic Name]. I wish you and the team all the best in the future.

Sincerely,

[Your Name]