

# Resignation Letter

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Supervisor's Name  
Hospital/Company Name  
Hospital/Company Address  
City, State, Zip Code

Dear [Supervisor's Name],

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

It has been a privilege to work alongside such a talented team and I am grateful for the opportunities to grow both professionally and personally during my time here. I appreciate the support and guidance I have received throughout my tenure.

I will do everything I can to ensure a smooth transition, including assisting in training my replacement and completing any outstanding tasks.

Thank you once again for the opportunity to be a part of [Hospital/Company Name]. I wish you and the team continued success, and I hope to stay in touch in the future.

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Name]