

Nursing Resignation Letter Sample

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Hospital Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as a Registered Nurse at [Company/Hospital Name], effective [last working day, typically two weeks from the date of the letter]. This decision has been carefully considered, and while it is not an easy one to make, I believe it is in the best interest of my personal and professional growth.

I want to express my gratitude for the opportunities I have been given during my tenure at [Company/Hospital Name]. The experiences and knowledge gained here have been invaluable, and I am proud to have been part of such a dedicated and compassionate team.

Please allow me to ensure a smooth transition during my notice period. I am committed to completing any pending projects and providing thorough handover notes to the relevant team members. If there is anything specific you would like me to focus on during this time, please do not hesitate to let me know.

I would like to extend my heartfelt appreciation to my colleagues and supervisors for their constant support and camaraderie throughout my time here. The bonds I have formed with my coworkers

have made a significant impact on my professional journey.

Moving forward, I will cherish the memories and experiences gained during my time at [Company/Hospital Name]. I leave with a heavy heart but excited about the new challenges and opportunities that lie ahead.

Please consider this letter as the official two weeks' notice as per the terms of my employment contract. I am open to discussing any details concerning my resignation and the handover process.

Thank you again for all the support and understanding. I wish the entire team at [Company/Hospital Name] continued success and prosperity.

Sincerely,

[Your Name]

(Note: Customize this letter based on your specific situation and organization's policies. Make sure to check your employment contract for any specific notice period requirements.)