

Nursing Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Job Title]

[Hospital/Facility Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing this letter to formally announce my resignation from my position as a [Your Job Title] at [Hospital/Facility Name], effective [Last Working Day, typically two weeks from the date of the letter].

It is with a mix of emotions that I tender my resignation. While I have immensely enjoyed my time working at [Hospital/Facility Name] and interacting with the dedicated team, patients, and their families, I have decided to pursue a new opportunity that aligns with my personal and professional goals.

I want to express my heartfelt gratitude to everyone at [Hospital/Facility Name] for their unwavering support and camaraderie during my tenure. The experiences and knowledge gained here have been invaluable in shaping my nursing career, and I am sincerely thankful for every moment.

To ensure a smooth transition, I am committed to fulfilling my responsibilities and completing any pending tasks before my departure. I am more than willing to assist in training my successor and sharing any necessary information that would help maintain continuity of care.

Please let me know if there are any specific procedures or paperwork required for the resignation

process. I am ready to cooperate with HR or any concerned department to ensure everything is handled according to the policies and procedures of the organization.

Thank you once again for providing me with this wonderful opportunity to be a part of the team at [Hospital/Facility Name]. I will cherish the memories and carry the lessons learned here throughout my career. If there is any way I can be of assistance during the transition period, please do not hesitate to reach out to me.

Wishing everyone at [Hospital/Facility Name] continued success and prosperity.

Sincerely,

[Your Name]