

Professional Resignation Email Template

Subject: Resignation - [Your Full Name]

Dear [Supervisor/Manager's Name],

I am writing to formally notify you of my resignation from my position as [Your Job Title] at [Hospital/Healthcare Facility Name]. My last day of employment will be [Date - typically two weeks from submission].

This decision was not made lightly, and I have thoroughly considered the impact on our team and patients. I am committed to ensuring a smooth transition of my responsibilities over the next two weeks.

I would be happy to assist in training my replacement and will work diligently to complete all pending documentation and patient care transitions. Please let me know how I can best support the team during this transition period.

I want to express my sincere gratitude for the opportunities for professional growth and the supportive work environment provided during my tenure. The experience gained here has been invaluable to my nursing career.

Thank you for your understanding, and I look forward to discussing the transition process with you.

Sincerely,

[Your Full Name]

[Your Contact Information]

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