

Emergency Resignation Email Template

Subject: Immediate Resignation - Personal Emergency - [Your Name]

Dear [Supervisor's Name],

I regret to inform you that due to an unexpected personal emergency, I must resign from my position as [Job Title] effective immediately. I understand this short notice is not ideal and sincerely apologize for any inconvenience this may cause to the unit and patient care.

The circumstances are beyond my control and require my immediate and full attention. I have ensured that all critical patient information has been documented in the medical records and communicated to the oncoming shift.

I will make myself available by phone today and tomorrow to answer any questions about my current patients or ongoing responsibilities. All my hospital property, including badge, keys, and equipment, will be returned to [Department] by [specific time/date].

I deeply appreciate the support and mentorship I received during my time here. This was an incredibly difficult decision, and I hope you understand the urgent nature of my situation.

Please contact me at [phone number] if you need any immediate clarification regarding patient care or other urgent matters.

Respectfully,

[Your Full Name]

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