

Career Growth Resignation Email Template

Subject: Resignation Notice - [Your Name]

Dear [Supervisor's Name],

After much consideration, I have decided to accept a position that will advance my nursing career, and I am hereby submitting my resignation from [Current Position] at [Facility Name]. My last day will be [Date].

I have been offered a [New Position Title] role at [New Facility/Organization] that aligns with my long-term career goals in [Specialty Area]. While I am excited about this opportunity, leaving such a supportive team is genuinely difficult.

The experience and mentorship I've received here have been instrumental in preparing me for this next step. I am particularly grateful for [specific example of support/learning experience] which directly contributed to my professional development.

During my remaining time, I will focus on completing all current projects, updating patient care plans, and ensuring seamless transitions. I am happy to participate in hiring and training my replacement if needed.

I hope we can maintain our professional relationship, and I look forward to potentially collaborating in the future. Thank you for being such an inspiring leader and for fostering an environment where nurses can grow and excel.

Best regards,

[Your Full Name]

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