

Retirement Resignation Letter Template

Subject: Retirement Notice - [Your Name]

Dear [Administrator/Manager's Name],

After [number] wonderful years in nursing and [number] years at [Facility Name], I am writing to formally announce my retirement. My last day of service will be [Date].

This decision comes with mixed emotions. While I am excited about the next chapter of my life, leaving a career that has been my passion and this incredible team is truly bittersweet. Nursing has been more than a profession to me—it has been a calling.

I have witnessed tremendous changes in healthcare over my career, and I am proud to have been part of an institution that consistently prioritizes patient care and staff development. The relationships I've formed here, both with colleagues and patients, will remain treasured memories. During my remaining time, I will work closely with management to ensure a smooth transition. I am happy to mentor newer nurses, share institutional knowledge, and assist with any special projects that would benefit from my experience.

I plan to remain in the area and would be honored to serve as a resource for the organization in a volunteer capacity if appropriate opportunities arise. Thank you for making my final years in nursing so fulfilling and meaningful.

With deep gratitude and warm wishes,

[Your Full Name]

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