

NURSING RESIGNATION LETTER

_____[Your Name]
_____[Your Address]
_____, _____, _____ [City, State Zip]
_____[Your Phone]
_____[Your Email]

_____, 20____

_____[Recipient Name]
_____[Recipient Title]
_____[Healthcare Institution Name]
_____[Healthcare Institution Address]
_____, _____, _____ [City, State Zip]

Dear _____ [Recipient Name],

Please accept this letter as formal notice of my resignation from the position of _____
[Your Current Job Title] at _____ [Healthcare Institution Name], effective: (Check one)

- immediately.
- _____, 20_____.
- other: _____ [e.g., two weeks from today].

After thoughtful consideration, I have made the decision to resign from my position to: (Check one)

- pursue new opportunities that better align with my career goals.
- focus on personal matters that require my full attention.
- prioritize my health and well-being.
- other: _____.

I am deeply grateful for the opportunities for growth and development that I have experienced during my time at _____ [Healthcare Institution Name]. Your guidance and support have been invaluable, and I will carry the lessons I've learned here with me throughout my career.

During the transition, I am committed to ensuring a smooth handover of my responsibilities.

I'll remain available at _____ [Your Email] or _____ [Your Phone Number] after my departure, should you need any further assistance.

I wish you and _____ [Healthcare Institution Name] continued success.

Sincerely,

_____[Your Signature]
_____[Your Name]

