**NURSE RESIGNATION LETTER**

February 28, 20XX

Gabriel Shun

Easy Days Nursing Home

44 Pecan Ave.

Peachtree, GA 32343

Dear Mr. Shun,

I am writing to inform you of my resignation as Staff Nurse at Easy Days Nursing Home, effective two weeks from today. My last day of work will be March 28, 20XX.

Working at Easy Days has been a rewarding experience, and I have enjoyed my time working with you. I learned a great deal about working successfully with a team. It was an honor to work with such dedicated staff who are committed to making Easy Days a place to receive compassionate care. I feel that I have made some lifelong friends here. I thank you for the training and opportunity to grow with you in my nursing career. I wish all the residents and staff good luck in the future.

My decision to leave was difficult, but I have decided to accept a part-time position nearer to my home due to my family commitments.

If you feel it would be helpful, I would be happy to assist with the hiring and training of my successor over the next two weeks. Please contact me if you have any questions. My email address is ssmith@gmail.com, and my cell phone number is 442-331-1123.

Respectfully yours,

Sally Smith, RN