**NURSE RESIGNATION LETTER**

Olivia Martin, RN

1234 Pine Street

City, CA 12345

(555) 555-5555

March 11, 20XX

Mr. James David

Hospital Manager

City Hospital

1234 Healthcare Lane

City, CA 12345

Dear Mr. David,

I am submitting this letter to formally inform you of my resignation from my current position at City Hospital, effective September 23rd, 20XX.

I have enjoyed my time at City Hospital. Over the last few years, I have learned a tremendous amount, allowing me to become a better nurse. The rest of the staff have been like family, as have the patients. I will always appreciate the opportunity you and the hospital gave me when I first accepted this position. Over the next six months, I will gladly help in any way to help make the transition easier for you, the hospital, my co-workers, and the patients.

Thank you for your support. I wish you and the rest of the staff at City Hospital the best.

Sincerely,

Olivia Martin, RN

Staff Nurse