**NURSE RESIGNATION LETTER**

January 2nd, 20XX

Dr. Wendy Davies  
Director  
Norwhich Clinic  
PO Box 001

Little Rock,

Please accept this letter as the formal **two weeks’ notice** of my resignation from the position of Staff Nurse at Norwhich Clinic. My last day of employment will be January 16th, 20XX.

It has been a pleasure working at Norwhich Clinic, and it has been a valuable learning experience. As you know, this was my first professional position as a nurse. Over the past three years, getting to know the regular patients and see how much they trusted our doctors made me appreciate how lucky I was to be working here.

Thank you from the bottom of my heart for being so welcoming and patient with me when you took me on as a new hire. My training was extremely thorough and contained lifelong lessons. I feel that my development as a care giver has grown tremendously, and I thank you for that.

If there is any way that I can be of extra service over the next two weeks, do not hesitate to ask me.

Thank you again.

Sincerely Yours,

Randolf Peters