**LETTER TEMPLATE**

**NURSE RESIGNATION LETTER**

**[Date]**

Dear **[Recipient name]**,

Please accept this letter as an official notice of my resignation from the position of Staff Nurse at **[hospital]**. My last day of employment will be on **[date 1]**.

**[Hospital]** is a very special place, one where people work together for the benefit of the patients. Working alongside my co-workers has been one of the greatest privileges of my life.

I have spoken to my co-workers and we are confident that we can make the transition smoothly by training a new employee as my replacement.

Thank you so much for all the support. I have learned so much working in **[hospital]** and I will forever be grateful for this experience. I wish the hospital and all the staff the best.

Regards,

**[your signature]**

**[your name]**