**LETTER TEMPLATE**

**NURSE RESIGNATION LETTER**

**[Name of addressee]**

**[Job title]**

**[Name of school]**

**[School address]**

**[Date]**

Dear **[Name of address]**,

After serving for **[n]** years in this respectable institution, it is with regret that I inform you that this letter serves as my formal resignation from my position as a school nurse effective **[date].**

I have learned a great deal here and I have learned to work both independently and with a team. I am grateful for the opportunity that you have provided to help me develop into the skilled and confident nurse that I am now.

To ensure a smooth transition for the next person who will take my post, I shall make sure that all student medical records are in order before I leave. Please do not hesitate to inform me if there is anything else that I can do to assist you in the hiring and training process.

Once again, thank you for the opportunities that you have granted me during my tenure as a school nurse in this fine institution. I wish you all the best.

Sincerely,

**[Name of school nurse]**

School Nurse