**NURSE RESIGNATION LETTER**

September 22, 20XX

Mr. John Doe  
Clinic Administrator  
ABC Community Clinic  
88 Example Avenue  
Vaughan, ON C5S 9W7

Dear Mr. Doe:

I am writing to submit my official resignation from ABC Community Clinic, effective two weeks from today. My last day on work will Monday, 5 October 20XX.

On my part, this was not an easy decision. The past three years as a Licensed Practical Nurse at ABC Community Clinic have been extremely rewarding. I have taken pleasure in working for you and managing a very competent staff to deliver on-time and quality patient care.

Thank you for the opportunities for development that you have provided me during the last 3 years. I wish you, my colleagues and the staff of ABC Community Clinic all the best. I will remain available at my place of work till the last day of my work. It will be a pleasure to train and hand over my responsibilities to my replacement.

Sincerely,

Anna Johnson, LPN  
Licensed Practical Nurse  
ABC Community Clinic