**NURSE RESIGNATION LETTER**

Sheila E. Warren

100 Broadway Lane

New Parkland, CA 91010

To Amy S. Walters

Manager, HR

September 19, 20XX

Dear Ms. Walters,

I am writing to inform you that I am resigning from my position as Nurse Practitioner with the New Parkland Health Clinic, effective October 3, 20XX. I have recently been given an offer of employment from another practice and have decided to take the job. It is for this reason that I am officially turning in my two weeks' notice. I hope that you understand.

I hope that my resignation does not cause inconvenience. I intend to work over the next two weeks to complete all paperwork and will be more than happy to assist in the training of my replacement. You may call me at (555)555-5555 or reach me by email should you need to discuss anything related to the transition or my departure.

I am grateful for the experience I have gained here at New Parkland Health Clinic. I will miss my co-workers, but I know that it is in my best interest to move forward in my career. I wish everyone at the clinic much future success. Thank you so much for your attention to this matter.

Sincerely,

Sheila Warren

Nurse Practitioner