Ms. Barbara Vredenburgh, RN  
1552 Magnolia St.  
Macon, GA 12321

May 14, 2021

Ms. Cecily Danison  
Director, Happy House Retirement Home  
120 Happy House Road  
Macon, GA 12321

Dear Ms. Danison,

I am writing to inform you of my resignation from the position of Head Floor Nurse at the Happy House Retirement Home. My last day of work will be May 28, 2021.

Working at the Happy House has been rewarding in many ways, and I wish all the residents and the staff good luck in the future.

Please let me know if I can assist in the transition in any way.

Respectfully yours,

Signature (hard copy letter)

Barbara Vredenburgh, RN