**RETIREMENT ANNOUNCEMENT LETTER**

Date: 3rd January 20XX

Subject: Nursing retirement letter

Respected Sir,

Through this letter, I would like to give you a 2-week notice of my plan to retire from the job of a registered nurse at Cross Holy Hospital. My retirement would be effective from 20th January 20XX. I will deeply miss working for the hospital and giving medical care to my patients.

As a registered nurse, I have always made sure that the junior nurses and other nursing staffs are well trained and practiced. During my employment, I have taken care of my patients with utmost sincerity and love under the guidance of senior doctors. My experience at Cross Holy Hospital has skilled me with finest nursing skills and I feel glad to have served my patients with the best of my medical treatments, procedures and health care assistances.

I cherish the opportunity of working with one of the finest hospitals in the city. My job profile, experiences and employment history has always been rewarding. I would deeply miss the fellow nurses, the senior doctors, the senior physicians and other staff members of this hospital.

I wish the hospital a great success.

Thanking you!

Sincerely,

Signature