**LETTER TEMPLATE**

**NURSE RESIGNATION LETTER**

Date

Mrs. A. Manager  
The Company  
Employment Street  
That Town  
PO57 3DE

Dear Sir/Madam,

Please accept this letter as my formal resignation from my position of Nurse. In accordance with my terms and conditions my last working day will be XXXX.

I have spent a great deal of time looking at my options and trying to come to the right decision and I feel that I have now made the right decision. I have found a new role in **(different area of nursing, sector, private or NHS etc, any reasons but keep it constructive).** You could also be getting a new promotion through leaving this role to a more senior role.

I would be grateful if you would forward my P45 and any outstanding monies to my address **(as above or detail here where you would like it sending to)**. I understand that my final pay will include any holiday pay that I have not taken during this holiday year.

Thank you for giving me this opportunity, I have learnt a great deal in my role as Nurse and feel that this has been very valuable for my future career. I would like to wish you all the very best for the future of your department.

Best wishes.

Yours sincerely

Name Surname