TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Nurse Letter of Resignation

Dear **[Supervisor’s name]**,

Please accept this letter as formal notice of my resignation as a **[position name]** at **[hospital name]**, effective **[resignation date]**.

After significant consideration, I have decided that I will **[reason for leaving, ex: “accept a position in a private practice office”]**. After **[x]** years of dedication to saving lives in a hospital setting, I am ready to pursue **[field you are transitioning into, ex: “a new role in a different healthcare environment”]**.

Working with patients every day has been my life’s work. Thank you so much for allowing me the opportunity to connect with and empower the lives of so many individuals and families for over a decade.

I am sure **[Hospital Name]**will continue to live up to its sterling reputation and continue providing top patient care. Thank you for the training and mentoring over the past few years. It has been a privilege to work with you.

Sincerely,

**[Your Signature]**

**[Your Name]**

**[Position Name]**