Sample

March 1, 2017

Dear Ron,

This letter serves as a formal notice of resignation from my position as Clinical Nurse I at Valley Hospital. My final day of work will be March 22, 2017.

Please advise if there are any additional steps that I can take during the final weeks of my employment to ease the transition.

It has been an honor to work with such a dedicated group of caregivers.

Sincerely,

Joan Armitage