

Nursing Resignation Letter – Generator

To,

_____ (Head of the Department's name)

_____ (Hospital address)

From:

_____ (Your name)

_____ (Your address)

Date _____ (date of writing letter)

Dear Mr. /Ms _____ (name of the concerned person),

I am writing this letter to inform you that I am submitting my resignation from the post of staff nurse. I took this decision because.....(give detailed reason for resignation). Please consider this letter as initiation of the (write period)month notice period required by your organization.

I had a rewarding experiences in(name of organization you are about to leave) the past years in this hospital. I learnt and grew professionally and personally during this time. I am thankful to all my colleagues who helped me and supported me all through.

You have been an influencing factor and I can never forget the encouragement you give to all young professionals to excel in their field.

I request you to accept my resignation and relieve me at the earliest.

Thanking you,

Yours Sincerely,

_____ (Your name)