

B. Simple Letter Of Resignation Sample

Keep Your Letter Short and Simple

A resignation letter allows you to cut through any confusion that could result during a conversation. Your letter does not need to be lengthy. See below for a sample resignation letter that is brief and to the point. The main items to include in the letter are:

- The fact that you're leaving the company
- Your last date of work

As well, it is both appropriate and polite to include a thank you for your time at the company and an offer to assist during the transition as you exit if you will be available.

It's possible that the letter will be included in your employee file with the company, and consulted if you request a reference in the future.

So even if you are disenchanted with your job, resist the temptation to comment negatively on fellow employees, your manager, or the company. There is no need to give the employer any more information than they need to know, which is the fact that you are resigning and when you are leaving.

Use this letter of resignation sample to help you write your own letter that formally informs your employer that you are submitting your resignation.

Printed Letter of Resignation Sample

Your Name

Your Address

Your City, State, Zip Code

Your Phone Number

Your Email

Date

Name

Title

Organization

Address

City, State, Zip Code

Dear Mr./Ms. Last Name:

Please accept this letter as formal notification that I am leaving my position with XYZ company on September 15.

Thank you for the opportunities you have provided me during my time with the company. If I can be of any assistance during this transition, please let me know.

Sincerely,

Your Signature

Your Typed Name

C. Nurse Letter Of Resignation Sample

What to Include

Your resignation letter must give in clear words the date you will officially quit so that the employer can find a replacement. You can also thank his/her senior and colleagues for all their help and support through the means of these letters. A resignation letter not only paves a path for new job but also helps to maintain cordial relationship with your previous employer.

Nursing resignation letters must consist of the formal salutation, a subject line, the sender's and recipient's name and job position as well as a strong body of the letter which is written in a polite tone.

Here we take a look at nurse sample resignation letter that can be referred to when you plan on resigning from your job and need a letter that will help you make the process much easier and simple.

This letter format will ensure that you leave your current job for a better opportunity and still ensure that you maintain a healthy relation with your previous supervisor and employer.

Nurse Resignation Letter

Your name, RN

Address

City, State, Zip