

December 1, 20XX  
Ms. Mary Arthur  
Human Resources Officer  
London Hospital  
Waterloo Road  
London, SE3 8WA

Dear Madam;

I write this letter to officially tender my resignation effective August 1, 2010. My mother has fallen terribly ill and I have decided to leave my job to be able to take care of her full-time.

It is hard for me to leave my job which I truly love but as a nurse, I am the only child in the family capable of giving medical care to my mother. As I leave your hospital, let me express my deepest gratitude for the wonderful training I have had here. I thank you for the opportunity to be your Head Nurse. It was a valuable learning experience – it has taught me how to be strong amid all the challenges and problems while never forgetting to be humble and caring.

Thank you for making me a better nurse. I hope for your kind consideration on this matter.

Sincerely,  
Mary Hall