Resignation Letter for a Nurse

[Address of Sender]
[Date of Letter]
[Name and Address of Recipient]

Dear Ms. Taylor:

This letter serves to inform you that I have accepted a position at another health care facility. Therefore, I am offering my resignation to you on this date, May 20, 2012.

I wish to thank you and the employees at Meredith Health Care for the support and assistance I received while working here. I have enjoyed my time here these past three years as a registered nurse. Without question, I am grateful for having had the opportunity to work with a top-rate health care provider. Therefore, my decision to leave was not hastily made nor an easy one. I only decided to leave this facility after a good deal of contemplation and consideration. Because I want to advance in my career, I have accepted a job as charge nurse with my new employer. I've taken the job then to help me expand my experience and skills in the health care field.

I wish you and the staff continued success and also want to thank you for permitting me to provide my services here at this facility.

To effect a smooth transition from this role to the next, I'm requesting that I be allowed to leave as soon as possible to start my new position.

Again, thank you for your assistance and support during my tenure. I wish you the best for the future.

Sincerely,
[Name]