

[NAME OF ADDRESSEE]  
[JOB TITLE]  
[NAME OF HOSPITAL]  
[HOSPITAL ADDRESS]

[DATE]

Dear [NAME OF ADDRESSEE],

I am writing this letter to formally resign from my position as a Registered [JOB TITLE] Nurse at [NAME OF HOSPITAL]. As per my contract, this notice of resignation is sent four weeks in advance from my last day of work, which shall be on [LAST DAY DATE].

During the [N] years that I have been working at the hospital, I have learned how to work very closely with a team to ensure that the patients get the highest standard of care that they need. Your staff is committed to the hospital's values, and with your considerate direction, has been able to go above and beyond its duty of caring for the patients.

Please let me know how I can help ease the transition of my duties. Thank you for the opportunities that you have given me. I wish you and everyone else at the hospital continued success in the future.

Sincerely,

[NAME OF REGISTERED NURSE], RN  
[POSITION]

