horizontal line

**Nursing RN Resignation Letter Sample**

**[Your Name]  
[Address]  
[City, State, Zip]  
[Email Address]  
[Date]**

**[Manager's Name]  
[Title]  
[Company Name]  
[Address]  
[City, State, Zip]**

**Dear [Manager's Name],**

I am writing to inform you of my decision to resign from my position as a Registered Nurse, effective [Last Working Day, typically two weeks from the date of submission].

The time I have spent at [Hospital/Institution Name] has been fulfilling and educational. I am grateful for the experiences I have had and the relationships I've built. My decision to leave is based on personal reasons that I need to attend to immediately. I believe this change will help me manage my personal circumstances better and allow me to focus on my family’s needs.

I want to assure you of my commitment to a smooth transition, including completing my current duties, handing over my responsibilities, and assisting in any way to find and train my replacement.

Thank you for understanding and supporting me through this process. I value the knowledge and friendships I have gained and hope to keep in touch in the future.

**Sincerely,**

**[Your Name]**