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# 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.

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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]**