

Nursing RN Resignation Letter Template Word

[Your Full Name]

[Current Job Title]

[Current Department]

[Hospital/Institution Name]

[Your Contact Information]

[Today's Date]

[Supervisor's Full Name]

[Their Job Title]

[Department]

[Hospital/Institution Name]

[Hospital/Institution Address]

Subject: Resignation Effective [Your Last Working Day]

Dear [Supervisor's Name],

This letter serves as my formal resignation from my role as a Registered Nurse at [Hospital/Institution Name], effective [Your Last Working Day, typically two weeks from the date of the letter].

I have accepted a position elsewhere that will allow me to further grow professionally and personally, presenting challenges and opportunities that align with my long-term career goals. This decision was not made lightly, as my tenure at [Hospital/Institution Name] has been immensely fulfilling.

I am committed to assisting in the transition process to ensure continuity of care and minimal disruption within our department. This includes any necessary training of my replacement or distribution of my current workload among the team.

I want to express my deepest gratitude for the opportunities for professional and personal development that you have provided me during my time here. I have greatly enjoyed and appreciated the support of my colleagues and the friendly atmosphere at [Hospital/Institution Name].

Please let me know the steps I should follow during my remaining time to facilitate a smooth transition.

Warm regards,

[Your Name]