Chris Dan

366 Wood Street

Arizona, AR 32001

(601) 221- 6750

December 4, 20XX

Smith Doe

Hospital Administrator

Mercy Corps Hospital

400 Pharmacy Lane

Arizona, AR 56432

Dear Mr. Doe,

Please accept this letter as my formal resignation as a nurse at Mercy Corps Hospital. My last day of employment will be December 16, 20XX, considering the mandatory two weeks’ notice. I will be proceeding for my graduate studies in a month.

In the past 12 years, I have learned a lot in this hospital besides using my skills and talent to serve the patients. My colleagues and the administration have been quite supportive and understanding.

I’m grateful to you all for the opportunity to work in this hospital. Please let me know if you need my assistance in finding and training a suitable replacement for my position.

Once more, thank, and I wish you all the best at Mercy Corps Hospital

Sincerely,

Chris Dan

Staff Nurse