Dear Mr. Rennick,

Please accept this letter as notification of my resignation from the position of Nurse Coordinator at the Cancer Center of City Hospital. My last day of work will be September 25, 20XX.

I have enjoyed my tenure at City Hospital, and I appreciate the opportunity I had to work with the excellent staff there. I learned a lot about ongoing Cancer care and the research being done at the hospital.

If I can assist in any way during the transition, please let me know. Thank you for the opportunity to work with such a fine group of people.

Sincerely,

Mary McCarthy  
marymc123@email.com  
555-123-4567