John Doe
Address
Email
Phone #

June 1, 2007

\_\_\_\_\_\_\_\_\_\_ Hospital
Address

Dear [Name of manager/Supervisor]

I would like to inform you that I am resigning from my position as a behavioral/psychiatric-health nurse at \_\_\_\_\_\_\_\_\_ Hospital effective June 15, 2007.

Thank you for the opportunity that you have given me these past few years. It has been an honor and a pleasure to have worked for \_\_\_\_\_\_\_\_Hospital. I am grateful for the experiences gained and the positive impact it will have on me moving forward as a healthcare provider.

Sincerely,

[Signature]

John Doe