**Healthcare Industry / Nursing Profession Resignation Letter Sample:**

Your Name, RN (include other proper certifications/degrees as well)  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email

Date

Miranda Bailey (Your Manager’s Name)  
Chief of Surgery (Their Proper Title)  
Grey/Sloane Memorial Hospital (Healthcare Provider Company Name)  
Address  
City, State, Zip Code

Dear Mr./Ms. Bailey:

I am writing to inform you of my intent to resign from the position of ICU/Critical Care RN at Grey/Sloane Memorial Hospital, effective two weeks from tomorrow.  My last day of work will be May 30, 2019.

Working in the ICU at the Grey/Sloane Memorial has been wonderful and rewarding in many ways, and I wish all of the staff the best of luck in the future. Thank you for the opportunity to work with such a dedicated and talented group of professionals. I will always be grateful for my time here.

Please let me know if I can assist in the transition in any way.

Respectfully yours,

Your Signature

Your Typed Name, ICU RN