Dear Nurse Administrator MacArthur:

It is with sadness that I offer my resignation from my position as an RN in the surgical recovery room at XYZ Regional Health Center. My 6 years working in the recovery room have been extremely rewarding and I will miss each co-worker, physician and staff member on the floor. I greatly appreciate all I have learned from my superiors at XYZ Regional these last 6 years and I am confident the knowledge I have gained at this fine healthcare facility will serve me well throughout my medical career. My final day here at XYZ Regional will be the last day of the month. I am more than happy to spend the rest of the month helping to train a new nurse to take over my work in the surgical recovery room.

Although I am sad about leaving what has become my second home, I am very proud of my husband who has been accepted to the School of Advanced Military Studies at the United States Army’s Command and General Staff School at Fort Leavenworth, Kansas. I have already applied for a position as a civilian RN at Munson Army Health Center on the base at Fort Leavenworth. I would greatly appreciate it if you would write a brief reference letter for me to send to the nurse administrator at Munson.

I want to thank you for all you have done for me these past 6 years, including organizing my bridal shower 5 years ago when I got married and my baby shower 2 years ago when our daughter was born. The support you have given me over the years is something on which I cannot put a price. I will always treasure every moment I have spent at XYZ Regional and all the wonderful people who have become my friends.

Best,

Violet Oliver

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