From,

\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which the Letter is Written)

To,

\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_

Subject: Resignation from the Post of Nursing Staff

Dear \_\_\_\_\_\_\_\_\_\_ (Sir/Madam),

I have worked as a nurse in this hospital for the past \_\_\_\_\_\_\_\_\_\_\_\_\_(Mention Tenure). I am saddened to bring to your notice that I wish to resign from this job. I have been offered an opportunity to work as the \_\_\_\_\_\_\_\_\_\_\_\_\_ (Mention Designation) in \_\_\_\_\_\_\_\_\_\_\_\_\_ (Mention the Name of the Hospital) with effect from \_\_\_\_\_\_\_\_\_\_\_\_\_ (Date of Joining the New Organization).

I request you to treat this letter as notice of \_\_\_\_\_\_\_\_\_\_\_\_\_(Mention Period) for my resignation as per our hospital rules. I will always cherish my tenure in this hospital.

The good times and the bad times that all of us have endured together have made me the person I am today. I will miss every one of you and all the wonderful moments we shared, especially the moments of fun during our office trips. I thank each one of you for all your support, guidance, and assistance. The friendships and associations I made here will remain forever.

I wish all my colleagues and this hospital a bright and prosperous future. It will be a pleasure to be in touch.

Thanking you.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_ (Name and Designation)