Dear Dr. Menon

I am tendering this letter as my official resignation from the post of Ward Nurse (Recovery) at your esteemed organization, Paduka Hospital, with effect till April 30, 2010, as my last employment day.

The reason for my resignation is that I have been offered the post of matron at another reputable hospital in another state. This new position offers me new challenges and opportunities to enhance my knowledge and skills in nursing. After much thought, I have decided to take up the offer where I shall commence my service on May 5, 2010.

Thank you for your guidance and support showed to me while I was here, and I am filled with gratitude for working with a great team in the Recovery Ward for the last three years in this hospital.

I take this opportunity to wish you and this hospital all the best in your future endeavors.

Thanking you.

Yours sincerely,

Barbara Smith  
Ward Nurse (Recovery)