Dear Sir,

This is to inform you that I have accepted a position in another hospital. Therefore I would like to offer my resignation dated (date).

I want to thank you and all the staff of (hospital name) for all your support and help. I have enjoyed work here as a senior nurse for the past two years. My experience with the hospital had been very rewarding. I appreciate having had the opportunity to work with one of the finest hospitals in the city. The decision was not an easy one for me.

I have taken this decision after a series of discussions with my family and serious consideration. I would like to move up the ladder and I have taken up the position of head nurse in the hospital. I hope this position helps me grow my skills and will have more challenges to increase my knowledge and experience.

I wish the hospital success and thank one and all for allowing me to be part of the team.

I understand that as per the policy I have to serve notice period but if possible I would like to join the hospital as soon as possible. Please let me know if this is possible and help me have a smooth transition.

Thank you all for your help during my employment and best wishes for the future.

Yours sincerely,

Your name.