Nurse Resignation Letter

Barbara Vredenburgh, RN  
Address  
City, State, Zip

Cecily Danison  
Director  
Happy House Retirement Home  
Address  
City, State, Zip

Date

Dear Ms. Danison,

I am writing to inform you of my resignation from the position of Head Floor Nurse Coordinator at the Happy House Retirement Home. My last day of work will be May 30.

Working at the Happy House has been rewarding in many ways, and I wish all the residents and the staff good luck in the future.

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

Respectfully yours,

Signature (hard copy letter)

Barbara Vredenburgh, RN