**[Name]**

100 Broadway Lane, New Parkland, CA, 91010

Cell: (555) 987-1234

example-email@example.com

Dear Ms. Henson,

Please accept this letter as my formal resignation from my position as registered nurse with New Parkland Memorial Hospital. I have decided to return to college to pursue my Master’s degree in Nursing, and my final day on the job will be June 7, 2015.

I would like to thank you so much for the chance to contribute to the health, well being and care of the hospital’s patients. It has been an honor to work with such a caring and dedicated staff, and I will miss everyone terribly. I am confident the skills I have learned on the job here will benefit me as I pursue a degree in order to become a nurse educator in the future.

I want you to know that I will do all I can to ensure that my final time here is as efficient and seamless as possible. I am able to work additional shifts and to assist in the training of my replacement, if this is something you may need. Please don’t hesitate to let me know. I can be reached at (555) 987-1234.

Sincerely,

Lydia Grant