**Staff Nurse Resignation Letter**

Jane Doe, RN  
1234 Pine Street  
City, CA 12345  
(555) 555-5555

April 11, 2019

Mr. John Smith  
Hospital Manager  
General Hospital  
1234 Healthcare Lane  
City, CA 12345

Dear Mr. Smith,

I am submitting this letter to formally inform you of my resignation from my current position at General Hospital, effective May 23rd, 2019.

I have enjoyed my time at General Hospital. Over the last few years, I have learned a tremendous amount, allowing me to become a better nurse. The rest of the staff have been like family, as have the patients. I will always appreciate the opportunity that you and the hospital gave me when I first accepted this position. Over the next six weeks, I will gladly help in any way to help make the transition easier for you, the hospital, my co-workers, and the patients.

Thank you for your support. I wish you and the rest of the staff at General Hospital the best.

Sincerely,

Jane Doe, RN  
Staff Nurse