Ms. Misty Travis, RPN  
3132 Transit Blvd.  
Aberdeen, SD 57402  
(555) 555-5555

April 4th, 2017

Mr. Eric Furlough  
Hospital Administrator  
Aberdeen General Hospital  
12 Pemberton Pl.  
Aberdeen, SD 57402

Dear Mr. Furlough,

I am writing this letter to formally resign from my position as Staff Nurse at Aberdeen GH. As per my contract, I am issuing my notice of resignation 4 weeks in advance of my last day of work, which will be on the 4th of May.

During the two years that I have been working at Aberdeen GH, I have learned how to work with a team to ensure that every patient gets the care that they need. Your staff is unrelenting in their commitment and, with your considerate direction, this hospital is consistently able to triumph over the adversity it faces on a daily basis.

Over the next month, I would be glad to help out in the hiring and training of my successor, if that would be helpful.

Thank you for all that you have done on my behalf. I wish you and everyone at Aberdeen GH continued success in the future.

Sincerely,

Misty Travis, RPN  
Staff Nurse