Ms. Pranati Kadak

Meerpur Cantonment,  
Kanpur Cantt. Kanpur-208004

February 24, 2011

Mr. Fateen Majhi

Human Resources Officer

Kanpur School

Kakadeo, Rawatpur  
Kanpur-208019

Dear Mr. Majhi,

I would like to officially tender my resignation as a school nurse to take effect thirty days after receiving this letter.  I have been given an opportunity to enrich my knowledge and skills as a nurse that I could not let past.  I recently received a letter informing me that I have been chosen as one of the scholars for a training course on advances in the field of nursing.

As much as I love my job as a school nurse, I feel that it is time to give attention to increasing my competency in the field.  Before I leave, I would like to thank the school and all the employees for making my stay in the school a fruitful and happy one.  Aside from being a wonderful learning experience, working in the school has also taught me important lessons about life and have enhanced my interpersonal skills.

Thank you.

Sincerely,

Ms. Pranati Kadak