January 1, 2012

Dr Tim Barnell

Medical Administrator,

Wellington Hospital,

123 Brunswick Drive

New York, NY

Dear Dr. Barnell,

As of this date, I am formally extending my resignation as a Nurse with your esteemed organization. I have accepted another position and will need to be prepared to begin on February 3rd. 2012. This letter officially serves as my one month notice to terminate employment with Wellington Hospital.

I am willing to help as much as possible during the next two weeks to complete all of the tasks that need to get done before exiting for a smooth and complete transition.

I wish you continued success, and I want to thank you for allowing me to be a part of your team. Please feel free to contact me at any time if I can be of further assistance.

Sincerely,

Carla Smith