

Nursing Resignation Letter Sample

From,

Jane Rochester,

420 Chimney Street

Newtown, California

CA 94104

September 12, 2013

To,

Thomas Erwin

Director

Fortis Hospital.

Newtown, California

CA 87603

Subject: Resignation from the Post of Nursing Staff

Dear Madam,

This letter is to inform you that I am submitting my resignation from the post of a staff nurse from our hospital. I have been offered a head nurse position in another hospital and I decided to opt for it.

I would like to thank all my colleagues for their continuous help and support. I enjoyed working in this hospital as a staff nurse for a period of three years. I have several rewarding experiences in my tenure. I am proud to be associated with one of the finest hospitals in the city.

The decision to resign is not easy for me. I had to consider various reasons and my family feels that I should accept more challenging opportunities. I hope my decision is right and gives me the scope to improve my skills and experience.

I thank all my team members for being very supportive. Thank you for your continuous encouragement to improve my performance.

I understand that as per the hospital policy I need to serve a notice period of one month. But I would request you to help me to fasten the process so that I can join the hospital at the earliest.

Thanking you,

Yours Sincerely,

Jane

