From,

\_\_\_\_\_\_\_\_\_\_ (Head of the Department’s name)

\_\_\_\_\_\_\_\_\_\_ (Hospital address)

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_ (date of writing letter)

To:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Your name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Your address)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Mr. /Ms\_\_\_\_\_\_\_\_\_\_ (name of the concerned person),

I am writing this letter to inform you that I am submitting my resignation from the post of staff nurse. I took this decision because……………….(give a detailed reason for resignation). Please consider this letter as an initiation of the ………….. (write period)month notice period required by your organization.

I had a rewarding experience in ………………( name of the organization you are about to leave) the past ………….. years in this hospital. I learned and grew professionally and personally during this time. I am thankful to all my colleagues who helped me and supported me all through.

You have been an influencing factor and I can never forget the encouragement you give to all young professionals to excel in their field.

I request you to accept my resignation and relieve me at the earliest.

Thanking you,

Yours Sincerely,

\_\_\_\_\_\_\_\_\_\_\_ (Your name)