Dear Ms. Vaughn:

It is with mixed emotions that I resign my position as a registered nurse in the Emergency Department at ABC Children’s Medical Center where I have enjoyed working for the past 5 years. My work with the children at ABC who face medical emergencies and other health challenges has been immensely rewarding. The only drawback has been the fluctuating work schedule, and that is why I have obtained employment at a private pediatric practice.

I am going to work for Dr. Perry Matthews in his office in the ABC Medical Arts Building next to the hospital. Dr. Matthews would like for me to begin work in his private practice the first of next month; therefore I am able to give 2 weeks’ notice to the hospital. I want to volunteer to remain on the hospital’s disaster relief personnel list to be called in to the Emergency Department in the event of a catastrophic occurrence if that is acceptable.

In addition, I would like to continue working at the quarterly health fairs the hospital organizes throughout the city on selected weekends if you can use my services. I am passionate about the health fairs and the free screenings that are provided for our residents. I am a firm believer in the benefits of preventive care and am honored to volunteer my time; energy and expertise to help the residents of ABC County identify their health issues and seek treatment.

I want you to know what a pleasure it has been to serve on the emergency department nursing staff at ABC Children’s Medical Center. I started working at ABC right out of nursing school and cannot begin to express the value of the on-the-job education I have received there. Thank you again for the privilege of working with the young patients and the medical staff at ABC. I will miss everyone but also look forward to this next chapter in my life.

Warm Regards,

Christina James

Christina James, R.N.