**Nurse Letter of Resignation**

[Your Name]

[1234 Street Address]

[City, State, Zip]

[Today’s Date]

[Company Name]

[1234 Street Address]

[City, State, Zip]

Dear [Supervisor’s Name],

Please accept this letter as formal notice of my resignation as a [Position Name] at [Hospital Name], effective [Resignation Date].

After a period of consideration, I have decided that I will [reason for leaving, ex: “accept a position in a private practice office”]. After [# of years] year[s] of dedication to saving lives in a hospital setting, I am ready to [field you are transitioning into, ex: “into a new role in a different healthcare environment”].

Working with patients every day has been my life’s work. Thank you so much for allowing me the opportunity to connect and empower the lives of so many individuals and families for over a decade.

I am sure [Hospital Name] will continue to live up to its sterling reputation and continue providing top patient care. Many thanks for the advice and mentoring these past few years. It has been a privilege to work with you.

Sincerely,

[*Your Signature*]

[Your Name]

[Position Name] [Hospital Name]