To

Dr. Michael John,

Chief Administrator,

PQR Health Clinic,

56, South Avenue,

New York,

NY 100 45

Date: October 9th 2014

Subject: Nursing job resignation

Dear Dr. John,

I am writing this letter to officially inform you that I am resigning from my job as a staff nurse from PQR health clinic.  This will be effective from two weeks from now and 24th October 2014 will be my last working day here.

It was really a pleasure working with you and the whole team of doctors and nursing staff at PQR Health Clinic. It was a rewarding experience to serve as a licensed nurse here for the past four years.

I took this difficult decision of resigning as I am getting married soon and going to shift base to Amsterdam to join my spouse there.

I would like to thank you for your kind support and the opportunities provided to me which helped me grow in my career.

During my last two weeks here, I promise you that I will be available for a smooth handover of my jobs. It is my pleasure to train and guide the new person fills in for me.

I wish you and the PQR Health Clinic all the success in the future endeavors.

Yours Sincerely

Signature

Sofia Wilson

Staff Nurse