Subject: Resignation- Mike Brown

Dear Ms. Daniela,

I write this letter to inform you of my decision to resign from my position as the Nursing coordinator at Seniors Retirement Home, effective on November 30, 20XX.

I have had a rewarding career in his institution for the past seventeen years, but unfortunately, my family will be relocating to Europe in the coming month.

I will miss the patients and the fantastic team of coworkers for the support, cooperation, and love they have shown over the years. Although this was not an easy decision to make, I’m consoled by the fact that I offered my best for all the years I have worked at Seniors Retirement Home.

In the meantime, let me know how it can be of help to ensure a smooth transition. I wish the best to all staff and seniors.

Respectfully yours,

Barbara Thomas