Randolf Peters, RN  
42 Rosebud Pl.  
Beverly Hills, CA 90210  
(555) 555-5555

January 2nd, 2017

Dr. Wendy Davies  
Director  
Norwhich Clinic  
PO Box 001  
Little Rock, AR 72217

Please accept this letter as the formal two weeks notice of my resignation from the position of Staff Nurse at Norwhich Clinic. My last day of employment will be January 16th, 2017.

It has been a pleasure working at Norwhich Clinic, and it has been a valuable learning experience. As you know, this was my first professional position as a nurse. Over the past three years, getting to know the regular patients and see how much they trusted our doctors made me appreciate how lucky I was to be working here.

Thank you from the bottom of my heart for being so welcoming and patient with me when you took me on as a new hire. My training was extremely thorough and contained lifelong lessons. I feel that my development as a care giver has grown tremendously and I thank you for that.

If there is any way that I can be of extra service over the next two weeks, do not hesitate to ask me.

Thank you again.

Sincerely Yours,

Randolf Peters