

RESIGNATION LETTER FOR NURSES

To: _____

From: _____

Subject: Resignation Notification

Dear [Supervisor's Name],

I hereby formally submit my resignation from my position as a nurse at [Hospital/Facility Name], effective immediately upon receipt of this letter or as otherwise mutually agreed. This decision has been made after careful consideration, and I believe it is in the best interest of my personal and professional growth.

I commit to cooperating fully during the transition period, including assisting in the handover of my responsibilities to ensure continuity of patient care and departmental operations. Please let me know how I can facilitate this process.

I would like to express my sincere gratitude for the opportunities, experiences, and support provided during my tenure with [Hospital/Facility Name]. I have learned a great deal and developed valuable skills that I will carry forward in my career.

Please consider this letter as my formal notice, in accordance with the terms and conditions of my employment agreement and applicable laws. I understand and acknowledge any obligations and responsibilities I have relating to this resignation, including the return of hospital property and confidentiality agreements.

I trust that my resignation will be handled with professionalism, and I expect that all final payments, including any accrued benefits or outstanding wages, will be settled in a timely manner consistent with company policies and relevant legal requirements.

Should you require any additional information or documentation, please do not hesitate to contact me.

Thank you again for the opportunity to serve as part of your nursing staff. I wish the team and organization continued success and excellence.

Sincerely,

Nurse's Signature:

Print Name:

Date:

Acknowledgment:

I acknowledge that I have read and understood the terms of this resignation letter, and that I am voluntarily resigning from my position. I understand my obligations regarding confidentiality, return of property, and any other post-employment responsibilities as outlined in my employment agreement and hospital policies.

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