**Resignation Letter for a Nurse:**

(insert full name)

(insert address)

(insert contact information)

(insert employer´s name)

(insert employer´s job title)

(insert hospital address)

(date when the letter was written)

I would like this letter to be accepted as my formal resignation from (hospital/practice name) as a (enter your job title), effective in (period of time). My last day of work will be (insert full date).

It has been extremely rewarding over the past (enter period of time) working at (enter hospital/practice name) and this decision did not come easy. (details for reasons optional). I feel like I have grown as a (enter your job title) and will carry many of my patient experiences here with me in my future career.

I wish everyone at (enter hospital/practice name) all the best and I am happy to train and guide my substitute until my last day of work in order for them to be able to take over my responsibilities.

Yours sincerely,

(hand printed signature for hard copy letter)

(insert full name)

(job title)

(contact details)