

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Hospital/Clinic Name]
[Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as a nurse at
[Hospital/Clinic Name], effective [Last Working Day, typically two weeks
from the date above].

I have enjoyed working with the team and providing quality care to our
patients. I appreciate the opportunities for professional and personal
development that have been offered to me during my time here.

I am committed to ensuring a smooth transition and will do my best to
hand off my responsibilities effectively.

Thank you for your understanding. I hope to stay in touch.

Sincerely,
[Your Name]