

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Healthcare Facility's Name]
[Facility Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as a nurse at [Healthcare Facility's Name], effective [last working day, typically two weeks from the date above].

This decision was not easy and took a lot of consideration. However, I believe it is in my best interest to pursue new opportunities and challenges. I am grateful for the experiences and support I have received during my time here and appreciate the opportunity to work with such a dedicated team.

I will do everything I can to ensure a smooth transition and assist in the handover of my responsibilities. Please let me know how I can help during this time.

Thank you once again for the opportunity to be a part of [Healthcare Facility's Name]. I wish you and the team all the best for the future.

Sincerely,
[Your Name]