**Sample 1 - Nurse Resignation Letter**  
Hospital Name  
Hospital Address  
Attn: Human Resources  
  
Dear Hospital Administrator,  
  
This letter is to notify you that I am resigning from [Hospital Name] as a [staff nurse].  [Date] will be my last day of employment.  
  
I have accepted a position with another hospital that will further my growth and development in my career. Working at [Hospital Name]  has been an enriching and rewarding experience. The growth and learning opportunities that have come my way at [Hospital Name] are invaluable and I am truly grateful.  
  
During the next two weeks, I am willing to help you in any way to make the transition as smooth as possible. This includes assisting in recruiting and training my replacement. Please let me know if there is anything specific that you would like me to do.  
  
Yours respectfully,  
  
Your signature  
Your typed name  
  
**Sample 2 - Nurse Resignation Letter**  
Hospital Name  
Hospital Address  
Attn: Human Resources  
  
Dear Hospital Administrator,  
  
Please accept this as my formal resignation letter from my position as nurse to be effective from [date]. I have scheduled my resignation from your hospital a month from now, which will allow me sufficient time to prepare my successor to take over my position.  
  
I wish to thank you and all my colleagues at [Hospital Name]l for all your help, professional courtesy, and support. I have immensely enjoyed working here as the head nurse for the past six years, and my experience with this hospital has been greatly rewarding.  
  
You probably already know the reason I am leaving is due to our moving to another state. But I wanted to state officially that my resignation is in no way to be perceived as my being unhappy or dissatisfied with the job, its responsibilities, or leadership of [Hospital Name].  
  
I wish you and the rest of the administrative team continued success, and I want to take this opportunity again to thank you for permitting me to be part of the team.  
  
Sincerely,  
Your Name  
  
**Sample 3 - Nurse Resignation Letter**  
Hospital Name  
Hospital Address  
Attn: Human Resources  
  
Dear Hospital Administrator,  
  
This is to inform you that I have accepted a position in another hospital. Therefore, I would like to offer my resignation dated [date].  
  
I appreciate the professional development and growth from [Hospital Name], and in particular, from you. Your mentoring support has encouraged me, and I hope that we will continue our relationship as I move forward in my career.  
  
I wish you, and [Hospital Name] continued growth and success in the future.  
  
Sincerely,  
  
Your signature  
Your typed name   
  
**Sample 4 - Nurse Resignation Letter**  
Hospital Name  
Hospital Address  
Attn: Human Resources  
  
Dear Hospital Administrator,  
  
Please accept this as my formal resignation letter from my position as nurse to be effective from [date]. I have scheduled my resignation from your hospital a month from now, which will allow me sufficient time to prepare my successor to take over my position.  
  
I wish to thank you and all my colleagues at [Hospital Name]l for all your help, professional courtesy, and support. I have immensely enjoyed working here as the head nurse for the past six years, and my experience with this hospital has been greatly rewarding.  
  
You probably already know the reason I am leaving is due to our moving to another state. But I wanted to state officially that my resignation is in no way to be perceived as my being unhappy or dissatisfied with the job, its responsibilities, or leadership of [Hospital Name].  
  
I wish you and the rest of the administrative team continued success, and I want to take this opportunity again to thank you for permitting me to be part of the team.  
  
Sincerely,  
Your Name​