

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email Address]

[Today's Date]

[Supervisor's Name]  
[Department or Unit Name]  
[Healthcare Facility Name]  
[Facility Address]  
[City, State, ZIP Code]

Dear [Supervisor's Name],

I am writing to formally announce my resignation from my position as a Staff Nurse at [Healthcare Facility Name], effective [last working day, typically two weeks from the date of the letter, e.g., October 18, 2023]. This decision has not been taken lightly, and I have given it careful consideration.

I have truly enjoyed my time working at [Healthcare Facility Name], and I am grateful for the opportunities and experiences I have gained during my tenure here. The dedication and passion of my colleagues and the commitment to patient care at this facility have been inspiring.

Over the years, I have grown both personally and professionally, and I am proud to have been a part of the dedicated nursing team at [Healthcare Facility Name]. However, due to personal reasons, I have decided to take a different path at this point in my career.

I am committed to ensuring a smooth transition, and I am willing to help with the onboarding of my successor during the notice period. I will do my best to complete any pending tasks and hand over my responsibilities in an organized manner. Please let me know if there are specific tasks or processes that require immediate attention.

I would like to express my gratitude to the entire healthcare team, and I look forward to staying in touch with all the wonderful colleagues I've had the privilege to work alongside.

I would appreciate your guidance regarding the formalities and procedures related to my resignation. Please inform me of any exit interviews or paperwork that needs to be completed.

Thank you for your understanding and support in this matter. I wish [Healthcare Facility Name] continued success and growth. I will always cherish the memories and experiences from my time here.

Sincerely,

[Your Name]