

NURSING RESIGNATION LETTER

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Introduction

When a nurse wants to resign from the job she or he is doing, a resignation letter should be submitted to the hospital authorities. It is always better to inform the reason for leaving the job.

Nursing Resignation Letter Tips

The following tips will help you to write a nursing resignation letter:

- This resignation letter comes under formal letters and hence should be drafted carefully.
- The language should be simple and easy to understand.
- The content should be short, precise and straightforward.

Sample Nursing Resignation Letter

To

The Head of Nursing Department,

Vijaya Hospital,

Chennai

Dear Madam,

This letter is to inform you that I am submitting my resignation from the post of staff nurse from our hospital. I have been offered head nurse position in another hospital and I decided to opt for it.

I would like to thank all my colleagues for their continuous help and support. I enjoyed working in this hospital as a staff nurse for a period of three years. I have several rewarding experiences in my tenure. I am proud to be associated with one of the finest hospitals in the city.

The decision to resign is not easy for me. I had to consider various reasons and my family feels that I should accept more challenging opportunities. I hope my decision is right and gives me scope to improve my skills and experience.

I thank all my team members for being very supportive. I thank you for your continuous encouragement to improve my performance.

I understand that as per the hospital policy I need to serve a notice period of one month. But I would request you to help me to fasten the process so that I can join the hospital at the earliest.

Thanking you,

Yours Sincerely,

Suzzane

Nursing Resignation Letter Template

To,

_____ (Head of the Department's name)

_____ (Hospital address)

From:

_____ (Your name)

_____ (Your address)

Date _____ (date of writing letter)

Dear Mr. /Ms _____ (name of the concerned person),

I am writing this letter to inform you that I am submitting my resignation from the post of staff nurse. I took this decision because.....(give detailed reason for resignation). Please consider this letter as initiation of the (write period)month notice period required by your organization.

I had a rewarding experiences in(name of organization you are about to leave) the past years in this hospital. I learnt and grew professionally and personally during this time. I am thankful to all my colleagues who helped me and supported me all through.

You have been an influencing factor and I can never forget the encouragement you give to all young professionals to excel in their field.

I request you to accept my resignation and relieve me at the earliest.

Thanking you,

Yours Sincerely,

_____ (Your name)

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