Date:

To:

Address of the receiver:

Subject:

Respected sir,

I am writing this letter to inform you about my decision to resign from the job of head nurse in a family hospital. My last day of work in this hospital will be 21st March 20XX.

It has been very rewarding for me to work in a family hospital as a head nurse. However, I have received another job offer that I think is better than my current job. My working hours will be reduced, and they are also willing to pay me more than this job.

I wish the best of luck to everyone in the family hospital. I am ready to provide my services to help you in the transition process. Please let me know if you have anything to discuss with me regarding my resignation letter.

Respectfully yours,

Signatures of the nurse

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