Date:

To:

Address of the receiver:

Subject:

Respected sir,

I am writing to inform you that I will be leaving ABC hospital as a head nurse. My family circumstances are not normal these days and they need my full attention and time. I have lots of things in my family to take care of. Therefore, I feel that I will not be able to perform my duties as a head nurse. 31st March 20XX will be my last day in the hospital.

I am feeling extremely sorry for causing you inconvenience. However, I am ready to provide you my services for the rest of the month so that you can perform the transition process smoothly. In addition, I will perform my duties well before I leave.

I would like to say thanks to you for allowing me to work in your hospital as a head nurse. I hope that my departure will not impact our relationship. You can contact me if you want to discuss anything with me.

Respectfully yours,

Signatures of the nurse

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