Date:

To:

Address of the receiver:

Subject:

Respected sir,

This letter is being written by me to announce my resignation from the post of junior nurse in ABC hospital. I am leaving because another better opportunity is waiting for me. My last day in this hospital will be 31st March 20XX. I am so pleased to inform you that I am being appointed to another hospital in a better position and with a good salary package.

I believe that it is my basic right to move for a better job opportunity. I have enjoyed working in ABC hospital as a junior nurse. I got so many opportunities to learn from you and my seniors. It is due to my experience in this hospital that I am now able to find a better job.

In the end, I would like to say thanks to you for providing me an opportunity to work in your hospital. When I came here, I did not know anything. But with time, I was able to learn a lot. I am ready to help you in the transition period. Please feel free to contact me in case you have to discuss anything with me.

Respectfully yours,

Signatures of the nurse

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