

NURSING RESIGNATION LETTER

Recipient Name / Title: _____

Healthcare Facility Name: _____

Facility Address: _____

Salutation:

Dear Sir or Madam,

Introduction and Statement of Resignation:

I hereby submit my formal resignation from my position as a Registered Nurse at the above-mentioned healthcare facility. This decision has been carefully considered and is made for personal and professional reasons. I intend to fulfill all my responsibilities and duties in accordance with facility policies and applicable laws.

Notice Period:

As per the terms of my employment contract and applicable state law, I am providing the required notice period to ensure a smooth transition and to allow for adequate arrangements for my replacement. I am committed to assisting with the handover process and training during this period.

Acknowledgment and Gratitude:

I would like to express my sincere gratitude for the opportunities, experience, and professional development that I have gained during my tenure at this facility. I have greatly valued working with my colleagues and the healthcare community served here.

Return of Property and Confidentiality:

I will return all property, equipment, and documents belonging to the facility prior to my last working day. I acknowledge my continuing obligation to maintain confidentiality regarding all patient information and proprietary facility information in accordance with HIPAA and other applicable laws.

Contact Information for Transition:

Please feel free to contact me via phone or email should you require any additional information or assistance during this transition period.

Closing Statement:

Thank you for your understanding and support. I wish the facility continued success in providing excellent patient care.

Sincerely,

NURSE'S SIGNATURE

RECEIVER'S SIGNATURE

Signature: _____

Signature: _____

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