NURSING RESIGNATION LETTER

Review Example

November 5, 2026

Review Recipient

Example Organization

Dear Review Recipient,

I am writing to resign from my position as **Review role** with Example Organization. My last day will be **November 19, 2026**.

I will coordinate the handover of my responsibilities with nursing leadership, including patient assignments and necessary documentation through my final scheduled shift.

I am available to discuss a practical handover of my responsibilities before my last day.

Sincerely,

Employee

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE

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