**From**  
Your Name,  
Designation,  
Address.

**To**  
The Manager,  
Hospital Name,  
City - Pin Code.

Sub: Resignation Letter.

Please accept this letter as my formal resignation as a Staff Nurse at XYZ Hospital effective 21 May 2024.

I am thankful for the opportunities and experience I have gained here. Every skill and knowledge learned here will be useful for life. I am thankful to the hospital management and nursing team for always supporting and encouraging me.

I can provide the necessary assistance for the transition of my position, Thank you very much for the opportunity to work here.

I wish you the organization's continued success.

Sincerely,  
Your name,  
Signature.