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

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

Sub: Resignation letter.

Dear Sir/Madam,

I am writing this letter to inform you of my resignation from my position as a Staff Nurse effective 25 May 2024.

Due to some personal reasons, I have to resign from my position as a nurse. However, I am satisfied with the job.

I appreciate every opportunity given to me during my tenure at [Hospital / Clinic name].

If you need any assistance during this transition, please don't hesitate to inform me.

Regards,  
Your name,  
Signature.