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

Sub: Resignation letter.

Dear Sir/Madam,

I regretfully submit my resignation from my position as a Staff Nurse effective on 25 May 2024. I will always remember the bond I had with this company. I have the chance to work as a Staff Nurse in Canada, and it will greatly enhance my career.

I have greatly enjoyed working at [Hospital Name] for the past four years. I feel that I have learned a lot and grown professionally during my time at [hospital name].

I ensure a smooth transition and assist with training my replacement before my leaving.

Sincerely,  
Your name,  
Signature.