

Sarah Brochovich  
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December 23, 20XX

Mr. Anthony Hopkins  
Manager Nursing  
Scranton Family Hospital  
9175 Ferris Avenue  
Scranton, PA 63532

Dear Mr. Hopkins:

It is with great regret that I am submitting my resignation from my position as Nursing Assistant for Scranton Family Hospital. Please consider this letter as a one month notice, as my contract dictates. My last day of work will be January 21, 20XX.

Since I started out my career in nursing assistance arena from this hospital, I am appreciative for your continuing support which helped me develop extensive skills in patient care. Working closely with patients to understand their more personal needs, learning to provide emergency services and assisting head nurses with their work each day had become a way of life for me. Nonetheless, I would like to avail the new opportunity.

Once again, I would like to thank you for guiding me throughout my professional journey at the Scranton Family Hospital. For handing/taking formality, I will be available at my place till last day of my work.

Sincerely,

(Signature)  
Sarah Brochovich, CNA