

Dear Sir/Madam/To Whom it May Concern/ Name Mr or Mrs XXX,

Please accept this letter as my formal resignation from my position of Nurse working for (where?)

After carefully examining my options I have decided to resign from my current role of Nurse because of (detail reason why here – keep this polite and straight to the point even if you are unhappy in your role please put something constructive as you would still like to get a reference from your employer for any new roles. This could be a new role, more seniority than your current role. You could be resigning from your position as nurse but moving to the same department and a more senior role).

Please would you would forward my final pay slip and P45 to my address (as above or detail here where you would like it sending to). I understand that my final pay will include any holiday pay that I have not taken and any monies owing from this final months work.

I would finally like to thank you for the experience you have given me in my role as Nurse, I have learnt a lot and had a valuable experience and I would like to wish you all the very best of success for the future.

Best Wishes.

Yours faithfully/sincerely