

Your Name,
Your Address
Town
Post Code
Any Employee Number
Date

Dear (Insert name)

It is with regret that with this letter I tender my resignation from my nursing post. I have allowed for the statutory 30 days NHS notice period, please let me know if this is acceptable as a period of notice. Should you wish to forfeit this period of worked notice I would be willing to exchange the period for paid absence.

I would like to say that it has been a pleasure to work with all of my colleagues and patients and I hope to be able to work within the trust again.

Yours Sincerely,

Name

(Date and Sign)

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