

Retirement Resignation Letter for Nurse

Michael Johnson

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Director Emily White

Anytown General Hospital

123 Health Avenue

Anytown, CA 98765

Dear Director White,

I am writing to formally announce my decision to retire from my position as a Registered Nurse at Anytown General Hospital, effective July 31, 2024. This decision comes after much consideration and marks the close of a rewarding 30-year career in nursing.

My tenure at Anytown General has been a journey filled with growth, challenges, and memorable moments. The experiences I have gained and the relationships I have built with colleagues and patients alike have been truly enriching. I am deeply grateful for the support and opportunities provided to me during my time here.

As my retirement date approaches, I am committed to working with you and the team to ensure a seamless transition. I am available to assist in training my successor and finalizing any pending responsibilities.

Thank you for the privilege of serving the Anytown community alongside such a skilled and compassionate team. I look forward to watching the hospital continue to excel and make a difference in the lives of those it serves.

Warmest regards,

Michael Johnson