
Nursing Retirement Resignation Letter

[Your Name]

[Your Position] (e.g., Registered Nurse)

[Hospital/Clinic Name]

[Hospital/Clinic Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Department Name]

[Hospital/Clinic Name]

Subject: Nursing Retirement Resignation

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Hospital/Clinic Name], effective [Last Working Date], as I am retiring from the nursing profession. After [number of years] of devoted service to the healthcare field, I have decided to retire and focus on my personal life.

I have greatly valued my time at [Hospital/Clinic Name] and appreciate the support from my colleagues and administration. It has been a privilege to provide care and comfort to patients, and I will cherish the memories and experiences gained throughout my nursing career.

Please let me know how I can support the transition during my remaining period here, whether through training or assisting in any capacity.

Thank you for the opportunity to be part of a wonderful healthcare team.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]