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64 North St. Monroeville,
OH

ASHLEY HUNTLEY

STUDENT REGISTERED NURSE

January 23, 2024

Hiring Manager

Title

Name of Company

Address (Number street)

City, State, Zip

Dear Manager

It is no ill intention and with deep regret that I must submit my resignation from this company. In order to advance in my career and pursue a different avenue of nursing I have accepted a position at this new facility. My last day will be February 28th.

I truly appreciate all of the learning and professional development that this facility provides for all of the members. The hardest part of the transition will be leaving my co-workers that I have grown deep relationships with.

Sincerely,

Ashley J Huntley

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