

LETTER OF RESIGNATION

January 26th 2025

Katelyn Morgan

Emergency Department, Registered Nurse

1100 Oakwood Drive #D7

Elyria, OH, 44035

To who'm it may concern

Position

Hospital of Choice

Number, Street

City, State, Zip

Dear to who'm it may concern

I am writing this letter of resignation to formally resign from my position as a registered nurse in the emergency department. I have enjoyed my time working in your facility. I have met a large number of studious coworkers. At this time, I am leaving because of better opportunities for myself. I have been employed at (hospital of choice) since XX-XX-XXX. During the couple of years that I have been employed at this facility. I have learned how to work with a dedicated team to ensure the safety and health maintenance of many patients. If I can be of any assistance during this transition, please let me know.

Sincerely,

Katelyn M. Morgan