

Kasey N. Parkhurst
5505 Miller Rd
Castalia, OH 44824
January 20, 2020

Nursing Supervisor
Firelands Regional Medical Center
1111 Hayes Ave
Sandusky, OH 44870

Dear Nursing Supervisor:

It is with heavy heart that I must submit my resignation from Firelands Regional Medical Center. At this time I am leaving because my family and I are moving to another city. I have been employed at Firelands Regional Medical Center since 2018 and I have enjoyed my time here, especially with my co-workers and of course my patients.

My last day at Firelands Regional Medical Center will be February 14th, 2020. I would be happy to meet with you at your convenience to discuss the transition of my duties to my successor.

I wish the company and all its employees much success in the coming years.

Sincerely,

Kasey N. Parkhurst