

[Date]

Dear [Manager's name],

This letter is my formal two weeks' notice of resignation from my position as [Job title] at [Company]. My final day of work will be [Last day].

Thank you for the support I have had on this unit and for the chance to grow as a nurse.

I will work my scheduled shifts through my last day and make sure my patients are handed off with complete notes.

I wish you, the staff and our patients all the best.

Best regards,

[Your name]

[Delete this note before you send: Replace every part in square brackets with your own details, then print and sign the letter or paste it into an email. Not legal advice. Check your contract and local law for notice rules.]