

# Shania Walsh, RN

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Reagan Larson, RN  
Director of Nursing

January XX, XXXX

Dear Ms. Reagan Larson,

This letter is my official resignation from my staff nurse position at Cherry Hill Residence. My last day of work will be February XX, XXXX.

Please let me know how I can help you with the transition. I am pleased to organize notes for my replacement's onboarding, interview candidates, or train someone before my last day.

Thank you for making my time here so rewarding. Serving our residents and being part of your team has been a privilege. It's been an enriching experience for me, and I wish the Cherry Hill staff and residents all the best.

Warm regards,

Shania Walsh, RN