Michelle A Taylor

2081 Damascus Lane

February 1,2021

Fawcett Memorial Hospital]

[1234 Street Address]

[City, State, Zip]

Dear Melissa Mills

Please accept the letter as my formal resignation from Registered Nurse at Fawcett Memorial Hospital, effective February 20th,2021

During my time at Fawcett Memorial Hospital. I have been fortunate for the opportunity to grow and learn more about nursing. Your guidance and support have prepared me well for the future.I would like to continue a p.r.n status picking up call shifts

I hope that we will have opportunities to collaborate in the future.

Please let me know how I can be of help during the transition period. I wish you and the company the very best going forward.

Sincerely,

Michelle A Taylor