July 15, 2011

Dr Peter Skinner

Medical Administrator,

Rosemary Hospital

151 West Ave

New York, NY 15344

Dear Dr. Skinner,

Working with Rosemary Hospital has truly been a tremendous opportunity. Your progressive employee training and development program has brought me professional growth and given me valuable experiences as a nurse. I hope in the time I have been here, I have equally been able to contribute to Rosemary Hospital goals and objectives. I feel, however, that the time has come for me to move on.

I have accepted an offer with ABC Hospital as a head nurse. Please understand that my decision has nothing to do with the exceptional opportunity you have provided for me here. Rosemary Hospital has been an exciting and stimulating place to work, and I genuinely appreciate all of your support and help with my responsibilities.

In order to continue our positive relationship, I want to assure you that I wish to be as helpful as possible in this transition and in the shift of responsibilities to my new replacement.

Sincerely,

Carmella Fontana