

Nurse Retirement Letter

323 Upper Lincoln Street
Austin, TX 32656

June 13, 2011

Ms. Kelly Andrew
Nursing Manager
Austin Healthcare
325 North Avenue
Austin, TX 32369

Dear Ms. ABC:

I am writing to give you a 2 week notice of my plan to get retirement from my current position as a registered nurse at the Austin Healthcare. My last day at my workplace will be June 29, 2011.

I have decided to take premature retirement since, per my point of view, life is so short it is better to retire too early instead of too late. Even though I am looking forward to retiring joyful, wild, and free, I will miss working for the hospital, residents whom I served and coworkers.

I would like to thank you for having had me element of the organization for the last twenty years. If I can be of further assistance, I will be available at my seat till June 29, 2011.

I wish you and the Austin Healthcare good luck.

Sincerely,

(Signature)

XYZ