January 1, 2019  
  
John Smith  
john@smith.com  
888-888-8888  
123 Road, St., New York NY 11121  
  
New Sam Hospital  
Ryan Doe  
ryan@company.com  
Hospital Coordinator  
123 Business Road, New York NY 11121  
  
Dear Ryan —  
  
This letter is to inform you that I would like to relieve myself of duties starting September 1st, 2019. This will alleviate me of my nursing responsibilities for those in our cancer ward. I have sincerely enjoyed my tenure here at New Sam Hospital. The experience I have been able to receive here will be invaluable for me going forward in my career.  
  
Please let me know how I can assist in this transition and ensure the continued success of the company.  
  
Thank you so much for the opportunity to be able to work with you.  
  
Sincerely,  
John Smith