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