Nurse relieving letter

Editable sample letter: replace the details with your own records before signing

Letter reference: REF/2026/___
Issue date: [Issue date]
Employer: [Company]
Employee: [Employee Name]
Designation: Staff Nurse
Ward: 3B, general medicine
Date of joining: [Joining date]
Last working day: [Last working day]
Last rostered shift: morning shift, [Date]

To whom it may concern,

[Employee Name] was released from her staff nurse post at the close of the morning shift on [Date]. She returned her hospital identity card and the ward keys for 3B to the nursing supervisor. No patient file leaves with this letter. Her nursing council registration is her own certificate and is not confirmed, numbered, or renewed here.

The letter does not describe clinical performance and does not state that a notice period was served or waived. That fact, if needed, is on the resignation acknowledgement.

For [Company name]
Authorised signatory: [nursing superintendent]
Hospital stamp: _____