

Resigning from a position as a Certified Nursing Assistant (CNA) requires a professional and courteous resignation letter. This letter serves as a formal notification of your decision to leave and helps maintain a positive relationship with your employer. Here are five letter templates for CNAs planning to resign, each tailored to different situations.

CNA Resignation Letter Template 1: Standard Resignation

Subject: Resignation Letter – [Your Full Name]

Dear [Supervisor's Name],

I am writing to formally resign from my position as a Certified Nursing Assistant at [Facility Name], effective [Last Working Day, typically two weeks from the date of the letter].

I have greatly appreciated the opportunities for professional growth and the experiences I have gained during my time here. My decision to leave is based on [personal reasons, new opportunities, etc.], and I believe it is in the best interest of my career path.

I am committed to making this transition period as smooth as possible. I will complete all pending work and am willing to assist in training my replacement. Please let me know if there is anything specific you would like me to do in my remaining time.

Thank you for the support and opportunities I have received while working at [Facility Name].

Sincerely,

[Your Full Name]

[Your Contact Information]

Example for Template 1

Subject: Resignation Letter – Jane Doe

Dear Ms. Smith,

I am writing to formally resign from my position as a Certified Nursing Assistant at Green Pines Nursing Home, effective May 15th.

I have greatly appreciated the opportunities for professional growth and the experiences I have gained during my time here. My decision to leave is based on personal family commitments, and I believe it is in the best interest of my career path.

I am committed to making this transition period as smooth as possible. I will complete all pending work and am willing to assist in training my replacement. Please let me know if there is anything specific you would like me to do in my remaining time.

Thank you for the support and opportunities I have received while working at Green Pines Nursing Home.

Sincerely,

Jane Doe

[jane.doe@email.com]

CNA Resignation Letter Template 2: Short Notice Resignation

Subject: Resignation Effective Immediately – [Your Full Name]

Dear [Supervisor's Name],

I am writing to inform you of my decision to resign from my position as a Certified Nursing Assistant at [Facility Name], effective immediately. Due to [urgent personal reasons, such as a family emergency or health issue], I am unable to provide the standard notice period.

I apologize for any inconvenience my sudden departure may cause and assure you it was not an easy decision to make. I have taken steps to ensure that all my current responsibilities are in order and have documented pertinent information for my successor.

Thank you for the understanding and support during my time at [Facility Name]. It has been a privilege to work with the team and contribute to patient care.

Sincerely,

[Your Full Name]

[Your Contact Information]

Example for Template 2

Subject: Resignation Effective Immediately – Michael Johnson

Dear Mr. Davis,

I am writing to inform you of my decision to resign from my position as a Certified Nursing Assistant at City Health Hospital, effective immediately. Due to an urgent family health issue, I am unable to provide the standard notice period.

I apologize for any inconvenience my sudden departure may cause and assure you it was not an easy decision to make. I have taken steps to ensure that all my current responsibilities are in order and have documented pertinent

information for my successor.

Thank you for the understanding and support during my time at City Health Hospital. It has been a privilege to work with the team and contribute to patient care.

Sincerely,

Michael Johnson
[michael.johnson@email.com]

CNA Resignation Letter Template 3: Resignation Due to Career Change

Subject: Resignation Notification – [Your Full Name]

Dear [Supervisor's Name],

I am writing to inform you that I am resigning from my position as a Certified Nursing Assistant at [Facility Name], effective [Last Working Day]. After careful consideration, I have decided to pursue a different career path in [new career field or industry].

My time at [Facility Name] has been a period of significant learning and growth, and I am grateful for the experiences and guidance I have received. I am committed to ensuring a smooth transition and will complete all my duties responsibly in the remaining weeks.

Thank you for the support and opportunities provided to me during my tenure. I wish [Facility Name] continued success and hope to maintain our professional relationship in the future.

Sincerely,

[Your Full Name]
[Your Contact Information]

Example for Template 3

Subject: Resignation Notification – Emily Roberts

Dear Ms. Lee,

I am writing to inform you that I am resigning from my position as a Certified Nursing Assistant at Hillside Care Center, effective April 30th. After careful consideration, I have decided to pursue a career in nursing and will be starting my nursing program this fall.

My time at Hillside Care Center has been a period of significant learning and growth, and I am grateful for the experiences and guidance I have received. I am committed to ensuring a smooth transition and will complete all my duties responsibly in the remaining weeks.

Thank you for the support and opportunities provided to me during my tenure. I wish Hillside Care Center continued success and hope to maintain our professional relationship in the future.

Sincerely,

Emily Roberts
[emily.roberts@email.com]

CNA Resignation Letter Template 4: Relocation

Subject: Resignation Due to Relocation – [Your Full Name]

Dear [Supervisor's Name],

I am writing to announce my resignation from my position as a Certified Nursing Assistant at [Facility Name], effective [Last Working Day]. Due to personal reasons, specifically relocation to [New Location], I am unable to continue my duties at this facility.

I have thoroughly enjoyed my time at [Facility Name] and am thankful for the support and experiences I have gained. I will do everything possible to ensure a seamless transition, including training my replacement or transferring my duties.

Thank you for the understanding and opportunities I have had here. I hope to stay in touch and wish everyone at [Facility Name] all the best.

Sincerely,

[Your Full Name]

[Your Contact Information]

Example for Template 4

Subject: Resignation Due to Relocation – Laura Thompson

Dear Dr. Carter,

I am writing to announce my resignation from my position as a Certified Nursing Assistant at Riverside Elder Care, effective May 20th. Due to personal reasons, specifically relocation to Chicago for family reasons, I am unable to continue my duties at this facility.

I have thoroughly enjoyed my time at Riverside Elder Care and am thankful for the support and experiences I have gained. I will do everything possible to ensure a seamless transition, including training my replacement or transferring my duties.

Thank you for the understanding and opportunities I have had here. I hope to stay in touch and wish everyone at Riverside

Elder Care all the best.

S

incerely,

Laura Thompson
[laura.thompson@email.com]

CNA Resignation Letter Template 5: Retirement

Subject: Notice of Retirement – [Your Full Name]

Dear [Supervisor's Name],

I am writing to inform you of my decision to retire from my position as a Certified Nursing Assistant at [Facility Name], effective [Retirement Date]. It has been a rewarding [number of years] years working in this role, but I feel it is time for me to step back and begin a new chapter in my life.

I am incredibly grateful for the years I spent at [Facility Name], working alongside dedicated colleagues and caring for our patients. I would like to express my deepest thanks for the support and opportunities I have received here.

I will ensure that all my duties are completed and am happy to assist in finding and training my replacement. Thank you again for an enriching career at [Facility Name].

Warm regards,

[Your Full Name]
[Your Contact Information]

Example for Template 5

Subject: Notice of Retirement – Patricia Wilson

Dear Mrs. Hernandez,

I am writing to inform you of my decision to retire from my position as a Certified Nursing Assistant at Sunshine Senior Living, effective July 31st. It has been a rewarding 20 years working in this role, but I feel it is time for me to step back and begin a new chapter in my life.

I am incredibly grateful for the years I spent at Sunshine Senior Living, working alongside dedicated colleagues and caring for our residents. I would like to express my deepest thanks for the support and opportunities I have received here.

I will ensure that all my duties are completed and am happy to assist in finding and training my replacement. Thank you again for an enriching career at Sunshine Senior Living.

Warm regards,

Patricia Wilson
[patricia.wilson@email.com]

Purpose of a CNA Resignation Letter

The purpose of a CNA resignation letter is to formally notify the employer of your intention to leave your job. It serves as an official record of your resignation and helps maintain a positive relationship with your employer.

Key Elements of a CNA Resignation Letter

– **Formal and Respectful Tone:** Maintain professionalism and

respect throughout the letter.

- **Notice Period:** Clearly state the effective date of your resignation, adhering to any contractual notice requirements.
- **Reason for Leaving:** Briefly mention the reason for your resignation, if appropriate.
- **Transition Support:** Offer assistance in training a replacement or transitioning your duties.

Tips for Writing a CNA Resignation Letter

1. **Be Clear and Concise:** Clearly state your intention to resign and your last day of work.
2. **Express Gratitude:** Thank the employer for the opportunities and experiences gained.
3. **Keep it Positive:** Focus on positive aspects and avoid negativity towards the facility or colleagues.
4. **Provide Adequate Notice:** Follow the notice period as per your contract or industry standards.
5. **Proofread:** Ensure the letter is error-free and professionally presented.