

JAMES MITCHELL

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St. Thomas' Hospital NHS Trust

Dr. Emily Edwards

1 July 2025

Dear Dr. Edwards,

I am writing to let you know that I am formally resigning from my position as a Nurse at the NHS Trust. As per my contract, my last working day will be 31st May 2024. I want to thank you for the incredible experiences and professional growth I have had at your clinic. Working here and being part of such a dedicated and talented team has been an honour.

Some of the milestones of my time at NHS include:

- *Patient care improvement programme: I led this initiative, which boosted patient satisfaction scores and reduced hospital readmissions by 15%.*
- *Emergency response protocol: I helped develop the protocol, which cut response times by 25% and improved patient outcomes.*
- *Cross-team collaboration: I worked closely with professionals from the cardiology, oncology, and paediatrics departments, fostering a positive and collaborative environment.*

Although I have thoroughly loved my time at NHS, I feel it is the right moment to seek new opportunities. I am committed to making the transition as smooth as possible and am happy to assist in any way required, including training the incoming nurse or documenting essential processes.

Thank you for your understanding and support. I assure you that my remaining tasks will be completed, ensuring a seamless handover.

Sincerely,
James Mitchell