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| ***Yellow text on a black background  Description automatically generated with medium confidence*** |  |

[Your name]

[Your phone number]

[Your email id]

[Optional: Your mailing address]

[Date]

[Subject]

[Employer’s mailing address]

Dear Mr./Ms./Mrs. (insert name),

I appreciate the opportunity to speak with you last afternoon (or the time of the interview) regarding the nursing staff position at (insert hospital). It was my pleasure talking to you about my experiences in the ER and paediatric divisions of the hospital. The conversation gave me great insight as to what kind of candidate your staff role desires.

Due to a lack of ER nurses, you emphasized during the interview that your ideal applicant would be ready to work some overtime. I am delighted to devote more time to patients, as I have done in the past at my former employment. I like my work and wouldn't mind working a bit longer hours.

If this employment chance arises, I will use my communication abilities and meticulous attention to detail to help everyone I come into contact with in the workplace (insert hospital). As an established and experienced nurse, I am capable of training and training newer nurses while keeping consistent workload management (insert the previous workplace).

From my interaction with the nurses and staff at the hospital, it was evident that the work environment is very cordial and I’d love to contribute to it.

I shall eagerly anticipate your reply. Please do not hesitate to contact me if you need any additional details.

Thank you for taking the time to read this.

Warm Regards,

(sign your name)

(your name, as well as your credentials)