7/19/19

**To Whom It May Concern**

Dear Sir/Madam,

Please accept this as my formal letter to request change schedule from full time to PRN Nurse. Presently, I am working as a full time. Since, I need to give time to family and I was looking for three day shift and luckily I found three day schedule work in other facility. So I have decided to move on new working environment so that I could give time to family as well. This decision was not easy and came after thoughtful consideration. I would like to request to switch from full time to PRN effective 8/7/2019.

In that regard, my last day of work as a full-time would-be August 6th, 2019

Dulles has been a great place of work and I thank management and staff for the opportunity to join such a professional team. I wish you and the company continued success.

Sincerely,

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Leena Koirala

RN – Potomac Unit.