

Nurselink Guide: Resigning as an Employee & Offering Services as an Independent Contractor

This guide provides step-by-step instructions for nurses who wish to transition from an employee role to working as an **independent contractor**, including a professional resignation letter template.

1. Understand Your Intentions

Before submitting a resignation:

- Clarify **why** you want to transition to independent contracting.
 - Consider how your availability, rates, and services will work as a contractor.
 - Be prepared to explain the benefits of continuing your relationship with the facility in a contractor capacity.
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2. Check Your Employment Contract

- Review your **notice period** and any clauses related to resignation.
 - Confirm any obligations related to non-compete or handover requirements.
 - Ensure compliance with all contractual and legal obligations before resigning.
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3. Draft Your Resignation Letter

Your resignation letter should include:

1. **Formal resignation notice** – state your position and last working day.
2. **Positive reflection** – acknowledge the opportunities and experience gained.

3. **Offer to transition to independent contracting** – highlight flexibility, continuity, and value.
 4. **Invitation to discuss details** – propose a follow-up meeting to explore the arrangement.
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4. Deliver the Letter Professionally

- Submit the letter **directly to your manager or HR**.
 - Request a **meeting to discuss the contractor arrangement**.
 - Maintain a **professional and collaborative tone** during the transition period.
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5. Follow-Up

- Be ready to outline your **availability, rates, and scope of work** as a contractor.
 - Ensure all necessary **documentation** (registrations, certifications, insurance, etc.) is ready.
 - Keep communications **positive** to maintain a professional relationship with the facility.
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Resignation Letter Template

[Your Name]

[Address]

[City, State, Postcode]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Facility Name]

[Address]

[City, State, Postcode]

Subject: Resignation and Proposal to Transition to Independent Contractor

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Facility Name], effective [Last Working Day].

I have truly valued my time working with the team at [Facility Name] and appreciate the opportunities for professional growth and the support I have received. It has been a privilege to contribute to the care and wellbeing of our patients and to work alongside such dedicated colleagues.

In order to continue supporting [Facility Name] while pursuing greater flexibility in my professional commitments, I would like to offer my services as an **independent contractor**. This arrangement would allow me to provide nursing care on a casual or contract basis, tailored to the facility's staffing needs, while

managing my own taxation, scheduling, and compliance obligations.

I am confident that this transition could provide value to the organisation by offering:

- Continuity of care for patients
- Flexibility to meet variable staffing demands

- Access to my clinical expertise without the obligations of an employee contract

I would be happy to discuss this proposal in more detail and explore how a contractor arrangement could work effectively for both parties.

Thank you again for the support, mentorship, and experiences I have gained at [Facility Name]. I look forward to the possibility of continuing our professional relationship in this new capacity.

Sincerely,

[Your Name]