**Re. Designation Letter**

Dear Ms. [Name],

We welcome you on board as a registered nurse at [name of the healthcare center or hospital]. Your application for the extension of your role as a registered nurse has been approved and finalized by the higher authorities at the State Health Department. We are pleased to note that you have always demonstrated yourself as a professional and efficient worker, highly committed to patient care.

As you have completed your initial training and practice at the [name of the training program or body], we notice that you are now in an eminent capacity to work as a registered nurse. As a registered nurse, your compensation, remuneration, and salary package will be updated. You can check details related to your salary package by logging into your ID on our employment portal. You have been registered as a permanent employee of the hospital. Moreover, you will be provided with in-house accommodation, free medical services, and insurance.

As a registered nurse, your duties will not change much; however, your supervisor will communicate with you about your new role. Also, a formal list of your duties has been attached to the letter for your convenience. Your new role as a registered nurse has upgraded your working scale from [scale-1] to [scale-2].

You have always been a great worker in the department, and we appreciate your professionalism and commitment to excellence. We expect that your new role will have more positive and proactive impacts on your job. We encourage you to keep working with the same enthusiasm and commitment.

A short document from the hospital policy book has been attached. Please read the document in detail so that you can educate yourself about the hospital’s policies and general instructions related to permanent employees and their job nature.

Feel free to ask any questions. I congratulate you once again on your enhanced role as a registered nurse. Thank you.

Truly,

[Your Name]

[Hospital’s Name]