

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Resignation Notice

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks to a month from the date above]. This decision comes after considerable thought regarding my health-related issues, which have made it increasingly difficult for me to fulfill my responsibilities effectively.

In accordance with company policy, I am providing [X weeks/months] of notice to ensure a smooth transition. I am committed to assisting with the handover of my duties and any other necessary arrangements during this period.

I am grateful for the support and opportunities I have received during my time at [Company's Name]. I wish the team continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]