

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective immediately, due to sudden health challenges that require my immediate attention.

This decision was not an easy one, as I have greatly enjoyed working at [Company Name] and appreciate the opportunities I have had to grow and contribute to the team.

I apologize for any inconvenience my departure may cause and am committed to ensuring a smooth transition. Please let me know how I can assist during this time.

Thank you for your understanding and support.

Sincerely,

[Your Name]