

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision comes after careful consideration of my current health-related complications. I have exhausted all options to manage my condition while fulfilling my responsibilities, but it has become increasingly clear that I need to prioritize my health at this time.

I am grateful for the opportunities I have had during my tenure at [Company's Name] and for the support from you and my colleagues. I have learned a great deal and have enjoyed being a part of the team.

Please let me know how I can assist in the transition process. I aim to ensure a smooth handover of my responsibilities.

Thank you for your understanding.

Sincerely,

[Your Name]