

Resignation Letter

[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 Letter

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], due to urgent health issues that I must prioritize.

This decision was not made lightly, as I have greatly valued my time at [Company's Name] and appreciate the opportunities for personal and professional growth I have received. I will do my best to ensure a smooth transition and complete any pending tasks before my departure.

Thank you for your understanding and support during this challenging time. I hope to stay in touch and wish the company continued success.

Sincerely,

[Your Name]