

[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]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective immediately. Due to an unexpected medical situation, I am unable to continue my responsibilities and need to prioritize my health at this time.

I apologize for the abrupt nature of my departure and any inconvenience it may cause. I am grateful for the opportunities I have had while working at [Company's Name] and appreciate your understanding during this challenging time.

Thank you for your support.

Sincerely,  
[Your Name]