

[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 [Last Working Day, typically two weeks from the date above]. This decision comes with a heavy heart, as I have truly valued my time at the company.

Unfortunately, I am facing critical health circumstances that require my immediate and undivided attention. As such, I must prioritize my well-being and focus on my recovery.

I appreciate the support and opportunities I have received during my tenure at [Company's Name], and I am grateful for the friendships and professional growth I have experienced here. I will do my best to assist in the transition and ensure a smooth handover of my responsibilities before my departure.

Thank you for your understanding. I hope to stay in touch in the future.

Sincerely,

[Your Name]