

[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 after careful consideration due to a personal medical crisis that requires my immediate and sustained attention.

I want to express my gratitude for the opportunities I have had while working at [Company's Name]. I appreciate your understanding of my situation and support during this challenging time.

Please let me know how I can assist in the transition process. I hope to leave my responsibilities in good hands and ensure a smooth handover.

Thank you again for your support and understanding.

Sincerely,

[Your Name]