

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision has not come easily; however, I must prioritize my health due to ongoing health complications.

I am grateful for the opportunities I've had while working at [Company Name] and for the support from you and my colleagues. I truly appreciate the experiences gained during my time here.

I will do everything possible to ensure a smooth transition and assist in training my replacement if needed.

Thank you once again for your understanding and support.

Sincerely,

[Your Name]