

# 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]

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 has been a difficult one, but due to unforeseen medical emergencies, I find it necessary to step back from my responsibilities.

I am grateful for the opportunities I have had at [Company's Name] and for the support and guidance provided by you and my colleagues. I appreciate the professional growth I've experienced and will carry these valuable lessons with me.

Please let me know how I can assist during the transition period. I hope to maintain a positive relationship moving forward.

Thank you for your understanding.

Sincerely,

[Your Name]