

[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]

Subject: Resignation Letter

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

Due to my extended medical leave, I have had time to reflect on my circumstances and have decided that it is in my best interest to step down from my role. This decision was not made lightly, and I truly appreciate the support and understanding that I have received from you and the team during my recovery.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities before my departure.

Thank you once again for the opportunities and support I've received during my time at [Company's Name]. I wish the company continued success in the future.

Sincerely,

[Your Name]