

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[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 not been an easy one, but I must prioritize my health and well-being, which has been increasingly difficult due to ongoing health-related issues.

I am grateful for the opportunities I have had to grow and the support I have received during my time at [Company's Name]. I appreciate your understanding of my situation and hope to ensure a smooth transition during my remaining time here.

Thank you once again for everything. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]