

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 not been easy, but due to health-related reasons, I find it necessary to step down and focus on my recovery.

I am grateful for the opportunities I have received during my time at [Company's Name], and I appreciate the support and understanding from my colleagues and management.

Please let me know how I can assist during the transition. I hope to maintain our professional relationship in the future.

Thank you for your understanding.

Sincerely,

[Your Name]