

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Resignation Letter

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], due to medical reasons.

This decision has not been easy and comes after careful consideration of my health needs. I am grateful for the opportunities I've had during my time here and deeply appreciate the support from you and the team.

I will do my best to ensure a smooth transition and complete any outstanding duties before my departure.

Thank you once again for your understanding and support. I hope to stay in touch.

Sincerely,

[Your Name]