

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].

Due to urgent health issues, I must prioritize my well-being at this time. It has been a difficult decision for me, as I have truly enjoyed working with you and the team.

I am grateful for the opportunities I have had during my time at the company, and I appreciate the support from you and my colleagues. I will do my best to ensure a smooth transition during my remaining time.

Thank you for your understanding.

Sincerely,

[Your Name]