

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request an early exit from my employment at [Company's Name] due to health issues that have arisen recently. After careful consideration and consultation with my healthcare provider, I believe that stepping away from my position is the best decision for my well-being.

I am grateful for the opportunities I have received during my time at [Company's Name] and appreciate the support from you and the team. I would like to ensure a smooth transition of my responsibilities before my departure and am willing to assist in whichever way is needed during this time.

I kindly ask for your understanding of my situation and respectfully request that my last working day be [Proposed Last Working Day]. Please let me know if there are any necessary steps I should take to finalize this process.

Thank you for your attention to this matter. I look forward to your understanding and support.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]