

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Department Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Organization Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have decided to resign due to health reasons that require my immediate attention and focus. This decision was not made lightly, as I have greatly valued my time working with the department and appreciate the support you and my colleagues have provided during my tenure.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to assist in handing over my responsibilities.

Thank you for the opportunities for personal and professional development that you have provided me during my time at [Organization Name]. I hope to stay in touch, and I appreciate your understanding of my situation.

Sincerely,

[Your Name]