

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 as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

Due to ongoing health reasons, I find it necessary to step down from my managerial role. This decision was not made lightly, and I sincerely hope to maintain the great relationships I have formed during my time here.

I am committed to ensuring a smooth transition and will do everything in my power to hand over my responsibilities during my remaining time.

I want to extend my gratitude for the opportunities I've had to grow and develop, and I wish the company continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]