

Departure Letter Due to Medical Reasons

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my departure from [Company/Organization Name] due to medical reasons, effective [Last Working Day, e.g., two weeks from the date above]. This decision was not made lightly, and I deeply regret any inconvenience my departure may cause.

Throughout my time here, I have greatly appreciated the support from you and my colleagues. I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities before my departure.

Thank you for your understanding and support during this time. I hope to maintain our connection in the future.

Sincerely,

[Your Name]

[Your Job Title]

[Your Phone Number]

[Your Email Address]