

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective two weeks from today, [Last Working Day, Date]. This decision has not come easily, but due to health concerns, I find it necessary to step down from my duties.

I am grateful for the opportunities I've had during my time at [Company Name] and for the support from you and my colleagues. I will ensure a smooth transition of my responsibilities before my departure.

Thank you for your understanding. I hope to stay in touch in the future.

Sincerely,
[Your Name]