

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

## **Subject: Notice of Resignation**

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision comes after careful consideration of my health factors, which necessitate that I prioritize my well-being at this time. It has been a difficult decision, as I have truly valued my time at [Company's Name] and the opportunities I have had to grow professionally.

I am committed to ensuring a smooth transition and will do everything I can to assist in handing off my responsibilities. Please let me know how I can help during this time.

Thank you for your understanding and support. I hope to stay in touch and wish the team continued success.

Sincerely,

[Your Name]