

[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]

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 is due to health-related issues that require my immediate attention and focus.

Working at [Company's Name] has been a rewarding experience, and I am grateful for the opportunities I have had during my time here. I appreciate your support and understanding regarding my decision.

I will do my best to ensure a smooth transition and assist in the handover of my responsibilities during my remaining time. Please let me know how I can help.

Thank you once again for your understanding.

Sincerely,

[Your Name]