

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer'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 as a result of health concerns that require my immediate attention and dedication. I have greatly enjoyed my time at [Company's Name] and am grateful for the opportunities for professional and personal growth that you have provided me.

I will do everything I can to ensure a smooth transition during my remaining time. Please let me know how I can help in this process.

Thank you once again for your understanding and support.

Sincerely,

[Your Name]