

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]

Dear [Manager's Name],

It is with a heavy heart that I formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

Due to ongoing health complications, I have made the difficult decision to step back from my professional responsibilities to focus on my recovery. This decision was not made lightly, and I deeply appreciate the support and understanding of my colleagues and management during this challenging time.

I am grateful for the opportunities I have had while working at [Company's Name] and for the chance to contribute to such a wonderful team. I will ensure a smooth transition and am willing to assist in any way I can during my remaining time.

Thank you once again for your understanding. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]