

Letter of Resignation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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] due to personal health reasons. This decision has not come easily, as I have thoroughly enjoyed my time at the company and appreciate the support and opportunities I have received.

My last day of employment will be [Last Working Day, typically two weeks from the date above]. I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you once again for the opportunities and support over the years. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Name]