

Letter of Withdrawal from Position

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 withdraw from my position as [Your Position] at [Company's Name], effective immediately. Due to ongoing health troubles, I have made the difficult decision to step down from my role.

I appreciate the opportunities I have had during my time at [Company's Name] and sincerely thank you and my colleagues for your support and understanding during this challenging period.

Please let me know if there is anything I can do to assist in the transition process.

Thank you once again for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]