

# 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],

I am writing to formally resign from my position at [Company's Name], effective [last working day, typically two weeks from date above].

Due to ongoing health issues exacerbated by job-related strain, I have made the difficult decision to prioritize my well-being and step down from my role. This decision was not made lightly, as I have greatly enjoyed working alongside my colleagues and contributing to the team.

Thank you for your understanding and support during this time. I hope to make this transition as smooth as possible and am happy to assist in training my replacement or wrapping up my responsibilities.

Sincerely,

[Your Name]