

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

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], effective [Last Working Day, typically two weeks from the date above]. This decision has come after careful consideration due to health reasons that require my immediate attention.

It has been a pleasure working with you and the team. I am grateful for the opportunities I've had during my time here and will cherish the experiences I've gained.

Please let me know how I can help during the transition period. I hope to stay in touch and wish the team all the best in the future.

Thank you for your understanding.

Sincerely,
[Your Name]