

# 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 the date of the letter]. This decision comes after my recent unpaid leave for health matters, during which I have taken the necessary time to assess my situation.

Due to ongoing health concerns, I believe it is in my best interest to step away from my responsibilities at [Company's Name]. I am grateful for the support and understanding I received during my leave and appreciate the opportunities I had while working here.

I will ensure a smooth transition of my responsibilities and am willing to assist in training my replacement if needed.

Thank you once again for your understanding.

Sincerely,  
[Your Name]