

[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 as a Sales Representative at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision has not come easily, but due to ongoing health issues, I feel it is in my best interest to step back and focus on my recovery. I truly appreciate the opportunities I have been given during my time at [Company's Name] and the support from the team.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities during my remaining time at the company.

Thank you for your understanding and support. I hope to stay in touch and wish the company continued success in the future.

Sincerely,
[Your Name]