

Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Resignation Due to Health Issues

Dear [Manager's Name],

I hope this message finds you well. I am writing to inform you of my decision to resign from my position at [Company Name] due to ongoing health issues that require my immediate and full attention.

This decision was not made lightly, as I have greatly valued my time at [Company Name] and the opportunities for professional growth that I have encountered here. My last working day will be [Insert Last Working Day, typically two weeks from the date above], in accordance with my notice period.

I am committed to ensuring a smooth transition and will be happy to assist in training a replacement or passing on my responsibilities during my remaining time.

Thank you for your understanding and support during this challenging time. I appreciate all the guidance and opportunities I have received while working with you and the team.

Sincerely,

[Your Name]

[Your Contact Information]