

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[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 above]. This decision comes with a heavy heart, as my time at this company has been invaluable to me and my professional growth.

Unfortunately, due to ongoing health issues, I have decided that stepping away from my role is necessary for my well-being. This was not an easy choice to make, and I deeply regret any inconvenience this may cause to the team and the organization.

I am grateful for the opportunities I've had while working here and for the support I have received from both you and my colleagues. I will ensure a smooth transition and will do everything in my power to wrap up my responsibilities effectively.

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

Sincerely,

[Your Name]