

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have decided to step down from my role due to health reasons that require my immediate attention.

I want to express my gratitude for the opportunities provided to me during my tenure at [Company Name]. I have enjoyed working with you and the team and appreciate the support I have received.

Please let me know if there is anything I can do to assist during the transition.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]