

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Institution/Organization Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my research position at [Institution/Organization Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes after careful consideration of my current health situation, which requires my immediate attention and care.

Working alongside you and the team has been an incredible experience, and I am grateful for the opportunities for professional and personal growth during my time here. I appreciate the support and guidance provided to me throughout my tenure.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities and assist in the handover process before my departure.

Thank you once again for your understanding, and I hope to stay in touch in the future.

Sincerely,

[Your Name]