

[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]

## **Subject: Resignation - [Your Name]**

Dear [Manager's Name],

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

Due to health issues, I have made the difficult decision to step away from my role to focus on my recovery. This was not an easy choice, as I have thoroughly enjoyed working at [Company's Name] and appreciate the support from you and the team during my time here.

I will ensure a smooth transition of my responsibilities and am happy to assist in any way I can before my departure. Thank you for the opportunities for personal and professional development that you have provided me.

Wishing you and the company continued success.

Sincerely,

[Your Name]