

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

Due to extended medical leave and ongoing health considerations, I have made the difficult decision to step away from my role. This decision comes after careful consideration of my circumstances, and I believe it is in the best interest of my health and well-being.

I am grateful for the support and understanding shown to me during my time on leave, and I appreciate the opportunities I have been given at [Company's Name].

Please let me know how I can assist with the transition process in the coming weeks.

Thank you once again for everything.

Sincerely,

[Your Name]