

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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] due to health-related issues. This decision has not been easy, but after careful consideration, I believe it is necessary for my well-being.

My last working day will be [Insert Last Working Day, typically two weeks from the date above]. I am committed to ensuring a smooth transition and will assist in handing off my responsibilities during this period.

I want to express my gratitude for the opportunities I have had while working at [Company's Name]. It has been a privilege to be part of such a professional team.

Thank you for your understanding.

Sincerely,

[Your Name]