

# Resignation Letter

[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]

**Dear [Manager's Name],**

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision is due to health reasons that I need to prioritize at this time.

I am grateful for the opportunities I've had during my time at [Company's Name] and appreciate the support I've received from you and my colleagues.

Thank you for your understanding. Please let me know how I can assist during the transition.

Sincerely,

[Your Name]