

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as Executive Director at [Company/Organization Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes as a result of ongoing health concerns that have made it increasingly challenging for me to fulfill my responsibilities effectively.

I am grateful for the opportunities I have had to work with you and the team at [Company/Organization Name]. The experiences and relationships I have developed here are invaluable to me, and I will carry them forward into my future endeavors.

I am committed to ensuring a smooth transition and will do everything necessary to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you once again for the support and understanding. I hope to keep in touch in the future.

Sincerely,

[Your Name]