

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].

Due to ongoing health concerns, I find it necessary to step back from my professional responsibilities in order to focus on my recovery.

I appreciate the support and opportunities for personal and professional development that I have received during my time at the company. I am grateful for having had the chance to work with such a talented team.

Please let me know how I can assist during the transition period. I hope to maintain our professional relationship moving forward.

Thank you for your understanding.

Sincerely,

[Your Name]