

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]

Subject: Resignation Letter

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 has been difficult, but due to ongoing health complications, I must prioritize my well-being and focus on recovery. I appreciate the support and understanding from you and the team during this challenging time.

I am grateful for the opportunities for personal and professional growth I have experienced during my time here, and I hope to maintain the relationships I've built with my colleagues.

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

Sincerely,

[Your Name]