

# Resignation Letter

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name] effective [Last Working Day, typically two weeks from date above]. This decision has not been easy for me, but due to medical reasons, I must prioritize my health at this time.

I am grateful for the opportunities and support provided to me during my time at [Company Name]. I appreciate the chance to have worked with such a talented team and I have learned a great deal.

I will ensure that all my responsibilities are up to date before my departure and will do my best to facilitate a smooth transition.

Thank you for your understanding. I hope to stay in touch in the future.

Sincerely,  
[Your Name]