

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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]. It is with a heavy heart that I am making this decision, as my time with the company has been both rewarding and fulfilling.

Regrettably, due to ongoing health issues, I find that I must prioritize my well-being and focus on recovery. This decision has not come easily, and I truly appreciate the support and opportunities I have received during my time here.

I am committed to ensuring a smooth transition and will do everything I can to assist in the handover of my responsibilities. Please let me know how I can help during this period.

Thank you for your understanding. I hope to stay in touch and wish the team continued success in the future.

Sincerely,

[Your Name]