

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].

Due to ongoing medical conditions, I have come to the difficult decision that I am unable to continue fulfilling my job responsibilities. This decision was not made lightly, and I truly value the time I have spent at [Company's Name] and the support I've received from you and my colleagues.

I am committed to ensuring a smooth transition and will assist in any way I can during my remaining time here.

Thank you for the understanding and support you have shown me during my time at [Company's Name]. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Name]