

# 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]. This decision has not come easily, but due to personal health challenges, I find it necessary to prioritize my well-being at this time.

I am grateful for the opportunities I have had while working at [Company's Name] and appreciate your support during my tenure. I have learned a great deal and will always cherish the experiences and relationships I've built here.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively in the coming weeks.

Thank you once again for your understanding and support. I hope to stay in touch in the future.

Sincerely,

[Your Name]