

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 the date above].

After much consideration, I have decided to step down due to ongoing health struggles that require my attention and recovery. This was not an easy decision, as I have greatly enjoyed being part of the team and am grateful for the opportunities I have had during my time here.

I appreciate your understanding and support during this challenging time. I will do everything I can to ensure a smooth transition of my responsibilities before my departure.

Thank you once again for everything. I hope to stay in touch and wish [Company Name] continued success in the future.

Sincerely,

[Your Name]