

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient'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 health-related factors, I believe it is necessary for me to step back and focus on my well-being.

I am grateful for the support and opportunities I have received during my time here. I appreciate the understanding of my situation and hope to leave my responsibilities in good order. I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties in the remaining time.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]