

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].

Due to ongoing health difficulties, I have made the difficult decision to step down from my role. This was not an easy choice, as I have truly enjoyed being part of the team and contributing to our projects.

I am grateful for the support and opportunities I have received during my time at [Company Name]. I will do my best to ensure a smooth transition and will complete any outstanding tasks before my departure.

Thank you for your understanding. I hope to keep in touch in the future.

Sincerely,
[Your Name]