

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 been easy, but due to health considerations, I believe it is in my best interest to step away from my role. I appreciate the opportunities I have had while working at [Company's Name] and am grateful for the support from you and my colleagues.

Please let me know how I can assist during the transition period. I hope to ensure a smooth handover of my responsibilities.

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

Sincerely,

[Your Name]