

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]

Subject: Resignation Notice

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], due to ongoing health issues that require my full attention and care.

This decision was not easy for me, as I have greatly valued my time at [Company's Name] and the opportunities I have had to work with such a talented team. However, I believe it is necessary for me to prioritize my health at this time.

I appreciate your understanding and support regarding my decision. I will do everything possible to ensure a smooth transition of my responsibilities during my remaining time.

Thank you for the support and collaboration you have provided during my tenure. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]