

# 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 comes after careful consideration of my health and wellness, which requires my immediate attention.

I am grateful for the opportunities I have had during my time at [Company's Name] and for the support provided by you and my colleagues. I will ensure a smooth transition of my responsibilities and will assist in training my replacement if needed.

Thank you for your understanding and support regarding my decision. I hope to stay in touch, and I wish [Company's Name] continued success.

Sincerely,

[Your Name]