

Your Name

Your Address

City, State, Zip Code

Email Address

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 as [Your 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 concerns that have made it increasingly difficult for me to fulfill my responsibilities in a leadership role.

It has been an honor to lead such a talented team and to contribute to [mention any significant project or achievement]. I am grateful for the support and opportunities I have received during my time at [Company's Name].

I am committed to ensuring a smooth transition and will do my utmost to wrap up my current projects and assist in the handover process.

Thank you for your understanding. I hope to stay in touch and wish the entire team continued success in the future.

Sincerely,

Your Name