

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 come easily, but due to personal health reasons, I have decided that it is in my best interest to step away from my position at this time. I appreciate the opportunities I have been given during my time here and the support from you and my colleagues.

I am committed to making this transition as smooth as possible and will do everything I can to hand over my responsibilities effectively.

Thank you for your understanding.

Sincerely,

[Your Name]