

Sample Resignation Letter with Short Notice Due to Medical Issues

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position at [Company Name], effective [last working day, e.g., two days from the date above]. Due to unforeseen and urgent medical issues, I am unable to continue in my role and must prioritize my health at this time.

I sincerely apologize for the short notice and the inconvenience this may cause. It was a difficult decision, but necessary given my current health situation. I am grateful for the opportunities I have had at [Company Name] and for your support and understanding during my time here.

I will do my best to assist with the transition in any way I can over the next few days. Please let me know how I can help to ensure a smooth handover of my responsibilities.

Thank you again for your understanding and support. I appreciate everything I have learned during my tenure and wish the company continued success.

Sincerely,
[Your Name]