

Formal Resignation Letter for Health-Related Problems

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

[Recipient Name]
[Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have made this difficult decision due to ongoing health-related issues that require my full attention and care. My medical condition no longer allows me to perform my duties to the best of my abilities. Therefore, I believe that stepping down is the most responsible course of action at this time.

I want to express my sincere gratitude to you and the entire team at [Company Name] for the opportunities and support I have received during my employment. Working here has been an invaluable experience, and I am truly appreciative of the professional and personal growth I have achieved.

I am committed to assisting during the transition period in any way I can, including training my replacement or handing over my responsibilities to ensure a smooth process.

Thank you again for your understanding and support. I hope to keep in touch, and I wish the company continued growth and success in the future.

Sincerely,
[Your Name]