

Resignation Letter Sample for Long-Term Illness

This resignation letter sample for **long-term illness** provides a clear and compassionate template for employees who need to formally resign due to ongoing health challenges. It emphasizes professionalism, gratitude towards the employer, and a clear explanation of the circumstances, ensuring the communication is respectful and considerate. This helps maintain positive relationships and facilitates a smooth transition during difficult personal times.

Resignation Letter Template

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date

Manager's Name

Company Name

Company Address

City, State, ZIP Code

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [last working day, typically two weeks from the date above]. This has been a very difficult decision and comes as a result of my ongoing health challenges. After careful consideration and under the advice of my healthcare provider, I have determined that I am unable to continue fulfilling my job responsibilities due to my long-term illness.

I want to express my sincere gratitude for the support, opportunities, and understanding that you and the team at [Company Name] have shown me throughout my employment. Working here has been a privilege, and I greatly appreciate the positive professional experiences I have gained.

I will do my best to assist in the transition of my responsibilities before my departure. Please let me know how I can help during this period. If possible, I would welcome the opportunity to stay connected in the future.

Thank you again for your understanding and support during this difficult time.

Sincerely,

[Your Name]