

Simple Resignation Letter Sample for Personal Reasons and Health Issues

This article provides a **simple resignation letter sample for personal reasons and health issues**, designed to help employees gracefully and professionally communicate their decision to leave a job due to personal circumstances or health concerns. The sample includes polite language, clear statements of intent, and expressions of gratitude, ensuring that the resignation is respectful and maintains positive relationships with the employer. This resource is ideal for individuals seeking a straightforward yet effective resignation template tailored to sensitive situations.

Resignation Letter Template

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]
Dear [Recipient'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 today]. This decision has not been easy, but due to personal reasons and ongoing health issues, I believe it is in my best interest to step down at this time. I am grateful for the support and guidance you have provided me throughout my tenure. Please let me know how I can help during the transition period. I will do my best to ensure a smooth handover of my responsibilities. I hope to stay in touch, and I wish [Company Name] the best in the future.
Thank you for your understanding.
Sincerely,
[Your Name]