

# Resignation Letter Sample for Retirement Due to Health Reasons

This **resignation letter sample for retirement due to health reasons** provides a clear and respectful template for employees who need to retire because of health concerns. The letter emphasizes appreciation for the opportunities given, briefly explains the health-related necessity to retire, and ensures a smooth transition. It serves as a professional way to communicate retirement intentions while maintaining positive relationships with employers and colleagues during this important life change.

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## Sample Letter

[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 announce my retirement from my position as [your job title] at [Company Name], effective [last working day, typically two weeks from the date above].

This decision comes after careful consideration of my current health and consultation with my healthcare provider. Unfortunately, due to ongoing health concerns, I find it necessary to retire so I can focus on my well-being and recovery.

I want to express my deep gratitude for the support, opportunities, and experiences I have enjoyed during my time with [Company Name]. It has been an honor to work with such a dedicated team, and I will always value the professional and personal relationships I have built here.

In the coming weeks, I am committed to helping ensure a smooth transition, including training my replacement or completing outstanding tasks as needed.

Thank you again for all the support throughout my career. I wish the company continued success and look forward to keeping in touch in the future.

Sincerely,  
[Your Name]