

Immediate Resignation Letter Sample with Apology Due to Health Reasons

[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 at [Company Name], effective immediately, due to unforeseen health issues that require my immediate and full attention. I deeply regret having to take this step without providing prior notice, and I sincerely apologize for any inconvenience this may cause to the team and the organization.

After careful consideration, I have concluded that prioritizing my health and recovery is necessary at this time. I appreciate the opportunities for growth and support that I have received during my time at [Company Name], and it is with genuine sadness that I must leave such a wonderful group of colleagues.

Please let me know if there are any outstanding tasks I can assist with remotely as I make this transition. I hope to maintain positive relations and am thankful for your understanding and compassion regarding my situation.

Thank you for your support and kindness. I wish the entire team continued success and growth in the future.

Sincerely,

[Your Name]