

No Notice Period Resignation Letter Template for Health Reasons

This **no notice period resignation letter template for health reasons** provides a clear and professional format for employees who need to resign immediately due to medical issues. It ensures that the resignation is communicated respectfully and effectively, highlighting the urgency tied to health concerns while maintaining a polite tone. This template helps in conveying the decision without causing inconvenience to the employer, while prioritizing the employee's well-being and ensuring a smooth transition despite the sudden notice.

Template

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

[Recipient's Name]
[Recipient's Designation]
[Company/Organization 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 immediately due to unforeseen health reasons.

Unfortunately, my current medical condition demands my immediate attention and, after careful consideration and consultation with my healthcare provider, I have decided that stepping down from my role is necessary to prioritize my recovery and well-being. I sincerely apologize for the lack of notice and any inconvenience this may cause.

I want to express my gratitude for the opportunities and support I have received during my time at [Company Name]. I appreciate the understanding in this difficult decision and I am happy to assist in any way possible to help with the transition, including handing over my responsibilities remotely if feasible.

Thank you for your understanding and support.

Yours sincerely,
[Your Name]