

Resignation Letter Example for Personal Health Concerns

[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 date above]. This has not been an easy decision, but after careful consideration and consultation with my healthcare provider, I have determined that it is in my best interest to prioritize my health and step away from my current responsibilities.

I want to express my sincere gratitude for the opportunities and support I have received during my time at [Company Name]. Working alongside such a dedicated team has been an honor, and I appreciate the valuable experiences I have gained.

I am committed to ensuring a smooth transition and will do my utmost to complete outstanding tasks and assist in handing over my responsibilities during my notice period. Please let me know how I can help make this process as seamless as possible.

Thank you for your understanding and support during this difficult time. I truly value the positive work environment at [Company Name] and hope to stay in touch in the future.

Sincerely,
[Your Name]