

Resignation Letter Sample Due to Personal 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 as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above], due to personal health reasons.

This has been a difficult decision, as I have truly valued my time here and appreciate the opportunities for professional and personal growth that you and the company have provided me. Unfortunately, due to circumstances beyond my control regarding my health, I am unable to continue to perform my duties to the best of my abilities.

I am committed to ensuring a smooth transition and will do everything I can during my notice period to wrap up my responsibilities or assist in training my replacement, should you require.

Thank you again for your support and understanding during this challenging time. I am sincerely grateful for having had the opportunity to work with you and my colleagues.

Please let me know if there is any additional way I can help during this transition.

Sincerely,
[Your Name]