

[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 part-time position at [Company Name], effective [Last Working Day, typically two weeks from the date above], due to personal health reasons.

This decision was not made lightly, but after careful consideration, I have concluded that focusing on my health and recovery is in the best interest of my well-being at this time. Unfortunately, I am unable to continue meeting the demands of my role while managing my health.

I want to express my heartfelt gratitude for the support, guidance, and opportunities that you and the team have provided me during my time here. I have truly valued being part of [Company Name] and appreciate the understanding regarding my situation.

I am committed to making this transition as smooth as possible during my notice period. Please let me know how I can assist in training my replacement or wrapping up my current responsibilities.

Thank you again for your understanding and support. I hope to stay in touch, and I wish the team and the company continued success.

Sincerely,
[Your Name]