

[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]. This decision has not come easily, but after careful consideration, I have concluded that I must step down in order to focus on my personal health and well-being.

I am truly grateful for the opportunities, support, and experiences I have gained during my time at [Company Name]. Being part of such a dedicated and talented team has been both rewarding and inspiring, and I appreciate the guidance and encouragement I have received throughout my tenure.

Please know that this decision is based solely on personal health reasons. I believe it is important to prioritize my recovery at this time, and therefore I need to take a step back from my professional responsibilities. I hope you understand my position, and I am committed to doing everything I can to ensure a smooth transition, including assisting in training my replacement and completing outstanding tasks to the best of my ability.

Thank you again for the opportunities and understanding. I wish [Company Name] continued success, and I hope to stay in touch in the future.

Sincerely,  
[Your Name]