

# Sample Resignation Letter for Chronic Illness

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

[Recipient Name]  
[Their Title/Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient 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]. After careful consideration, I have decided that it is in the best interest of both myself and the company that I step down due to ongoing health challenges related to a chronic illness.

This decision was not made lightly. I have greatly valued my time at [Company Name] and appreciate the support, opportunities, and experiences I have gained while working here. Unfortunately, my health situation now requires me to focus on managing my well-being, and I am unable to continue fulfilling my job responsibilities to the standard that is required.

I am committed to making this transition as smooth as possible. I am happy to help train my replacement and ensure that any pending projects are up to date before my departure.

Thank you once again for your understanding and support. I am grateful to have been part of [Company Name] and I hope to stay in touch moving forward.

Sincerely,  
[Your Name]