

Sample Resignation Letter: Doctor-Advised Health Break

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

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

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company/Organization Name], effective [Last Working Day, typically two weeks from date above]. This decision comes after careful consideration and on the advice of my physician, who has recommended that I take a break from work to focus on my health and recovery.

Working at [Company/Organization Name] has been an incredibly rewarding experience, and I am very grateful for the support, guidance, and opportunities that I have received during my tenure. I have thoroughly enjoyed working alongside my colleagues and contributing to the organization's goals and mission.

While this decision was not an easy one, I believe prioritizing my health is essential at this time. I am committed to ensuring a smooth transition of my responsibilities and will do everything possible to support the team during my notice period.

Thank you once again for your understanding and support during this challenging time. I hope to stay in touch and perhaps cross paths again in the future. Please do not hesitate to contact me if there is anything I can assist with during the transition.

Sincerely,
[Your Name]