

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

It is with sincere regret that I submit my resignation from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

Unfortunately, due to ongoing health issues, I am no longer able to fulfill my duties and responsibilities to the highest standard required. After careful consideration and consultation with my healthcare provider, I have come to the difficult decision that stepping down from my role is necessary to prioritize my health and well-being.

I would like to express my heartfelt gratitude for the opportunities and support I have received during my tenure at [Company Name]. It has truly been a pleasure to work alongside such a dedicated and talented team. I am particularly appreciative of the professional growth and experiences this role has provided me.

Please be assured that I will do everything I can to ensure a smooth transition, including assisting in the transfer of my responsibilities and training my replacement if needed.

Thank you once again for your understanding and support during this challenging time. I hope to stay in touch and wish [Company Name] continued success in the future.

Sincerely,
[Your Name]