

Resignation Letter Sample Due to Medical Health Issues

This resignation letter sample due to medical health issues provides a clear and respectful template for employees who need to formally notify their employer about their decision to resign because of health-related concerns. It highlights the importance of maintaining professionalism while explaining the reason for departure, expressing gratitude for the opportunity, and ensuring a smooth transition during the notice period. Using this sample can help individuals communicate their situation effectively while preserving positive relationships and prioritizing their well-being.

Sample Resignation Letter

[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],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from date above].

After much consideration, I have decided to step down from my role due to ongoing medical health issues that require my full attention. This decision was not made lightly, as I have valued my time here and greatly appreciate the opportunities and support I have received from you and the team.

I am committed to making this transition as smooth as possible. Please let me know how I can help to ensure a seamless handover of my responsibilities before my departure.

Thank you once again for your understanding and support during this difficult time. I am grateful for the experience and knowledge I have gained while working at [Company Name], and I wish the organization continued success.

Sincerely,

[Your Name]