

Formal Resignation Letter with Two Weeks Notice (Health Reasons)

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

[Recipient Name]
[Recipient Title]
[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 two weeks from today, with my last working day being [Last Working Day, e.g., July 5, 2024]. This decision was not made lightly, but after careful consideration, I believe it is necessary due to health reasons that require my immediate and continued attention.

I want to express my sincere appreciation for the opportunities and support I have received during my time at [Company Name]. Working with you and the team has been both a privilege and a valuable experience.

Over the next two weeks, I am committed to ensuring a smooth transition. I am happy to assist in the transfer of my responsibilities and in training a replacement, if needed.

Thank you again for your understanding and support. I wish [Company Name] continued growth and success in the future.

Sincerely,
[Your Name]