

Resignation Letter Format for Early Release Due to Health Issues

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

[Recipient's Name]
[Recipient's Designation]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, e.g., two weeks from the date above or a specific date], due to serious health concerns.

After careful consideration and consultation with my medical provider, I have realized that it is necessary for me to step down from my responsibilities to focus on my health and recovery. Based on my current medical situation, I kindly request an early release from my notice period, as continuing to work may further affect my well-being.

I sincerely appreciate the opportunities and support I have received during my tenure at [Company Name]. Working with you and the team has been a truly rewarding experience, and I am grateful for the professional growth I have achieved here.

I will do my best to ensure a smooth transition and am willing to assist with the handover of my duties before my departure. Please let me know how I can help during this period.

Thank you for your understanding and support during this difficult time. I hope for your kind consideration regarding my request for early release.

Sincerely,
[Your Name]