

Resignation Letter Example 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 Title/Position]

[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 [desired last working day], which is earlier than the customary notice period. This difficult decision comes as a result of recent health issues that require my immediate attention and care.

I have greatly appreciated the support, encouragement, and opportunities provided to me during my time at [Company Name]. Working with such a talented and dedicated team has contributed significantly to my personal and professional growth.

I understand the inconvenience that my early departure may cause and am committed to ensuring a smooth transition. I am willing to assist with handover duties or provide any necessary documentation to help minimize disruption where possible.

Thank you for your understanding, compassion, and support during this challenging time. I am truly grateful for my experience at [Company Name] and hope to maintain a positive relationship moving forward.

Please let me know if there is anything else I can do during my remaining time to facilitate the transition. I wish the company continued success in the future.

Sincerely,

[Your Name]