

Sample Resignation Letter with Notice Period (Medical Reasons)

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

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

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, in accordance with notice period], as required by my contract. This decision comes after careful consideration and on the advice of my doctor, due to ongoing medical issues that require my immediate and sustained attention.

I want to express my sincere gratitude for the opportunities and support I have received during my tenure at [Company Name]. It has been a pleasure working with you and the entire team, and I have greatly valued my experience here.

During my notice period, I will do my utmost to ensure a smooth transition by completing my outstanding tasks and assisting in the handover of my responsibilities. I am happy to help train a replacement or provide any other support necessary in this period.

Thank you for your understanding and support during this difficult time. I hope to stay in touch, and I wish the company and my colleagues continued success in the future.

Sincerely,
[Your Name]