

Resignation Letter with Short Notice for Health Reasons

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Their 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 [Last Working Day, typically as soon as possible]. Due to unforeseen health reasons requiring immediate attention, I am unable to continue fulfilling my duties and must step down on short notice.

This decision was not made lightly, and I deeply regret any inconvenience my sudden departure may cause. My priority at this time must be my well-being and recovery. I have greatly appreciated the opportunities for growth and the support I have received during my time at [Company Name].

I will do my best to ensure a smooth transition and am prepared to assist in any way I can before my departure. I kindly ask for your understanding and support during this difficult time.

Thank you once again for the opportunity to be a part of your team. I hope to stay in touch and wish the company continued success.

Sincerely,

[Your Name]