

Sample Formal Resignation Letter for Health Reasons

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

[Recipient's Name]
[Recipient's Title]
[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 two weeks from the date above].

This decision has not been easy and comes after careful consideration of my health and circumstances. Unfortunately, due to ongoing medical concerns, I am unable to continue fulfilling my duties to the best of my abilities. After consulting with my healthcare provider and family, I believe it is in my best interest to focus on my recovery and overall well-being at this time.

I sincerely appreciate the opportunities for growth and the support that I have received during my tenure at [Company Name]. I am grateful for the positive experiences and the guidance I have received from you and my colleagues.

Please let me know how I can help to ensure a smooth transition during my remaining time here. I will do my utmost to wrap up my responsibilities and assist in transferring my duties as needed.

Thank you again for your understanding and support.

Sincerely,
[Your Name]