

Resignation Letter Sample for Health Recovery and Treatment

[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 [last working day, typically two weeks from the date above]. This has been a very difficult decision, but after thoughtful consideration and on the advice of my healthcare providers, I have concluded that stepping back from my professional responsibilities is necessary for me to fully focus on my health recovery and treatment.

I deeply appreciate the opportunities for professional and personal growth that I have received during my time at [Company Name]. I am especially thankful for the support and encouragement from both you and my colleagues, which have been invaluable to me.

I am committed to ensuring a smooth transition and will do my best to complete my duties and assist in handing over my responsibilities before my departure. Please let me know how I can help during this period.

Thank you once again for your understanding and support. While I regret having to leave under these circumstances, I am hopeful that this decision will allow me to recover and return to good health. I wish the company and my team continued success in the future.

Sincerely,

[Your Name]