

[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 at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision has not been easy for me, but due to ongoing health issues, I believe it is in my best interest to focus on my recovery at this time. I am grateful for the opportunities I have had during my time at [Company Name] and the support I have received from you and my colleagues. I appreciate everything I've learned and the experiences I've gained. I will do my best to ensure a smooth transition of my duties before my departure. Please let me know how I can assist during this period. Thank you for your understanding.

Sincerely,
[Your Name]