

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not easy and comes after careful consideration of my current health issues. Unfortunately, I have come to realize that I need to prioritize my well-being at this time.

I am grateful for the opportunities I have had while working at [Company's Name] and for the support from you and my colleagues. I will ensure a smooth transition and will assist in handing over my responsibilities during my remaining time here.

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,
[Your Name]