

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

Dear [Manager'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], due to health reasons that require my immediate attention.

This was not an easy decision to make, and I am truly grateful for the opportunities I've had during my time at [Company's Name]. I appreciate the support from my colleagues and management, and I hope to keep in touch going forward.

Thank you for your understanding. I will do my best to ensure a smooth transition of my responsibilities in the remaining time.

Sincerely,
[Your Name]