

[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 ongoing health issues, I have made the difficult decision to step down from my role. This decision was not made lightly, and I sincerely appreciate the support and opportunities that I have received while working here.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties and assist in handing over my responsibilities. Thank you for your understanding. I hope to stay in touch, and I wish everyone at [Company's Name] continued success.

Sincerely,
[Your Name]