

[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 away from my role. This decision was not made lightly, as I have truly valued my time at [Company's Name] and the opportunities I have been given.

I appreciate all the support and understanding from you and my colleagues during my tenure here. I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively. Thank you for your understanding. I hope to stay in touch in the future.

Sincerely,  
[Your Name]