

[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] due to medical reasons.

This was not an easy decision for me, as I have greatly valued my time working with you and the team. Unfortunately, my health has reached a point where I need to prioritize my recovery and well-being.

I am committed to ensuring a smooth transition and will do everything I can to complete my responsibilities and assist in the handover process.

Thank you for your understanding and support during this time. I appreciate all the opportunities I have had at [Company Name].

Sincerely,
[Your Name]