

[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].

This decision has been difficult, but due to ongoing health reasons, I feel it is necessary to prioritize my well-being at this time.

I greatly appreciate the support and opportunities I have received during my time at [Company's Name]. I am committed to ensuring a smooth transition and will do everything I can to assist during this period.

Thank you for your understanding.

Sincerely,
[Your Name]