

[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 was not easy, but due to ongoing health issues, I need to prioritize my well-being and focus on recovery. I am grateful for the opportunities I have had to grow and learn during my time at [Company's Name].

I appreciate your understanding and support regarding my situation. I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you for your understanding. I hope to stay in touch, and I wish the team continued success.

Sincerely,

[Your Name]  
[Your Job Title]