

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer'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 ongoing health issues, I have made the difficult decision to step back from my role and focus on my recovery. This was not an easy choice, as I have truly enjoyed my time at [Company Name] and am grateful for the opportunities I have had to work with such a talented team.

I appreciate your understanding and support during this time. I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities before my departure.

Thank you for your consideration. I hope to stay in touch, and I wish [Company Name] continued success in the future.

Sincerely,
[Your Name]