

[Your Name]

[Your City, State]

[Your Phone Number]

[Your Personal Email Address]

[Date]

[Recipient/Employer Name and Title]

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear [Recipient's Name],

This letter serves as my formal resignation from my position as **[Your Position]** at **[Company Name]**, effective **[Resignation Date]**.

I am resigning due to a serious health condition that requires my full attention and commitment to recovery. After consulting with my doctor, it has become clear that stepping down from my professional responsibilities at this time is necessary to focus on regaining my health. Regrettably, I am unable to continue meeting the expectations of my role while managing this condition.

I am sincerely grateful for the opportunities I have had to learn, grow, and contribute during my time at **[Company Name]**. The support and encouragement from you and my colleagues have meant a great deal to me, and I will always value the experiences and relationships I've built here.

Please let me know how I can assist in ensuring a smooth transition before my departure. I wish you and **[Company Name]** continued success and all the best moving forward.

Sincerely,

[Your Signature]

[Your Full Name]

[Your Phone Number or Personal Email (optional)]