

[Date]

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]

Dear [Recipient's Name],

I am submitting this letter to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from today's date].

Due to health reasons, I have determined that I am unable to continue fulfilling my responsibilities. This decision has not been easy, but it is necessary for my well-being.

I am grateful for the support, opportunities, and experiences I have gained during my time at [Company Name]. I appreciate your understanding and will do my best to ensure a smooth transition.

Thank you for your consideration.

Sincerely,

[Your Name]