



Dear [Supervisor/Manager's Name],

I am writing to tender my resignation from my job for personal reasons, effective [last working day, typically two to four weeks from the date of the letter]. This decision has been one of the most difficult I have ever had to make, but unfortunately, it is necessary resigning due to personal reasons related to health that require my immediate attention.

I want to express my sincere gratitude for the support and opportunities I have received during my time at [Company/Organization Name]. It has been a privilege to work with such a dedicated team and to contribute to the goals of the organisation.

I assure you that I am committed to ensuring a smooth transition during my remaining time here. I am willing to assist in training a replacement and documenting any ongoing projects to facilitate the transition process.

I appreciate your understanding and support during this challenging time. Please know that this decision was not made lightly, but it is necessary for me to prioritise my health and well-being.

Thank you once again for the opportunities I have had at [Company/Organization Name]. I will always look back fondly on my time here.

Sincerely,

[Your Name]

[Your Job Title]