



Dear [Supervisor/Manager's Name],

I am writing to formally tender my resignation from my position as [Your Job Title] at [Company/Organization Name], effective [last working day, typically two to four weeks from the date of the letter]. This decision has been one of the most challenging I have ever had to make, as it is influenced by both personal and health-related circumstances that I must address.

Over the past [duration of employment], I have had the opportunity to work alongside dedicated colleagues and contribute to the success of [Company/Organization Name]. However, due to personal and health reasons that require my immediate attention, I have come to the difficult conclusion that I must prioritise my well-being and address these matters without delay.

I want to express my heartfelt gratitude for the support, guidance, and opportunities I have received during my time at [Company/Organization Name]. It has been a privilege to be part of such a dynamic team, and I am grateful for the experiences and knowledge gained during my tenure.

I assure you that I am committed to facilitating a smooth transition during my remaining time here. I am available to assist in training a replacement, documenting ongoing projects, and providing any necessary information to ensure continuity in my absence.

I appreciate your understanding and support during this challenging time. Please know that this decision was not made lightly, but it is essential for me to prioritise my personal and health needs at this juncture.

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

Sincerely,

[Your Name]

[Your Job Title]