Resignation Letter Sample  
(Due to health condition)

[Mr. Jim Alfonso]  
[123 Street, Main avenue]  
[XYZ}

[dd/mm/yyyy]

[Receiver’s name]  
Company Name]  
[Address]

Dear [HR Manager name],

I am writing to inform you of my resignation from [Position name] at [company name], effective two weeks from now.

I will be resigning due to a number of worsening health complications and feel it would be best to focus on my recovery. Unfortunately, it has become clear that under these circumstances I am unable to perform satisfactorily. It is, therefore, in the best interest of all parties that I should resign.

Please let me know how I can be helpful to you during this transition period. I wish you and the company the very best going forward.

Sincerely,

[Signature]  
[your name]

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