

Resignation Letter Due To Illness

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Company/Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. It is with a heavy heart and great sadness that I am writing to inform you of my decision to resign from my position as [Your Job Title] at [Company/Organization Name].

Regrettably, this decision is due to my ongoing battle with a serious illness that has significantly impacted my ability to perform my duties effectively.

I have been immensely grateful for the opportunities and support I have received during my time with the company. The experiences and memories I have gained here will remain cherished, and I will always be thankful for the valuable lessons learned and the wonderful colleagues I have had the pleasure of working alongside.

However, as my health condition has been progressively deteriorating, it has become increasingly challenging for me to maintain the level of dedication and commitment required to fulfill my responsibilities to the best of my abilities. I believe that stepping down from my position is the most responsible course of action for both myself and the company.

I am willing to work with you during the transition period to ensure a smooth handover of my duties and responsibilities. Please let me know how I can be of assistance during this time.

I want to express my gratitude to you and the entire team for your understanding and support during this trying period. Your kindness and encouragement have been a great source of strength for me. I will complete all pending tasks and strive to ensure that the transition process is as seamless as possible. My last working day will be [last working date], allowing me to tie up loose ends and hand over any pending projects.

I sincerely apologize for any inconvenience my departure may cause and hope that the company continues to thrive and prosper in the future.

Thank you once again for everything. I will always hold my time here in high regard and will fondly remember the friendships I have made.

Please feel free to reach out to me at [Your Email Address] or [Your Phone Number] if you need anything from me, now or in the future.

Wishing the company and all my colleagues the very best.

Sincerely,

[Your Name]