Immediate Resignation Letter due to Health

Jane Doe
123 Main Street
Anytown, CA 12345
janedoe@email.com
March 28, 2024

Mr. John Smith
Manager
ABC Company
456 Business Rd.
Business City, NY 67890

Dear Mr. Smith,

I am writing this letter to formally resign from my position at ABC Company, effective immediately. This decision was not made lightly, but after careful consideration of my current health situation, I have realized that it is in my best interest to step back from my responsibilities to fully focus on my recovery.

The time I have spent at ABC Company has been truly valuable, and I am grateful for the opportunities I have had to contribute to our team's success. I regret any inconvenience my immediate departure may cause to the team and the company. I am more than willing to assist in the transition process to the best of my ability, given my current health condition.

I have learned a lot during my tenure here and have enjoyed being part of a productive, innovative team. I sincerely hope that my health improves so that I may return to the

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workforce in the future. Until then, I hope you understand my decision to prioritize my health at this time.

Thank you for your understanding and support during this difficult period. Please let me know if there are any specific procedures you would like me to follow during my resignation process.

Warm regards,

Jane Doe

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