

Mr. A. Employee
1, My House
Any Street
This Town
PO57 3DE

Date

Mrs. A. Manager
The Company
Employment Street
That Town
PO57 3DE

Dear Sir/Madam,

Resignation from POSITION due to medical grounds

I am very sorry to be writing this letter to hand my resignation in due to medical reasons. As you are aware I have been having some medical problems over the past few months and it has left me now unable to continue working.

I am very sorry that it has to come to this and I enjoy working for COMPANY NAME and have enjoyed my career to date. Unfortunately I now need to face facts and pay more attention to my health and I am unable to do this whilst I am still working. I do hope that you understand the predicament that I am in.

I will do what I can to help you with a swift handover for my role but would like to finish as soon as I am able to so I can concentrate on my recovery/time remaining etc.

Thank you again for giving me this opportunity and experiences, I have thoroughly enjoyed my time with COMPANY NAME.

Best wishes for the future.

Yours sincerely

NAME SURNAME