

Resignation Letter due to Illness

To David R. Watson
Director, HR
Smith Manufacturing
500 N. Chestnut Street
New Parkland, CA 91010
41901

Dear Mr. Watson,

Please accept this resignation letter due to illness. I have recently been diagnosed with the early stages of ovarian cancer and will soon begin treatment. I have decided that it is in the best interest of my recovery to focus fully on my health at this time. Therefore, my last day of employment as Quality Inspector at Smith Manufacturing will be **Friday, October 3, 2014**. Please consider this correspondence to be my official two weeks' written notice of resignation.

I hope that my departure from my position here will not cause much undue stress or inconvenience for your or my co-workers. I have informed my team and my immediate supervisor, and I will work in the next two weeks to complete any unfinished projects. I am willing to assist in training my replacement, as well, if need be. I welcome you to call me at **(555)555-5555 or email me sally@henson.com** to discuss any issues related to my work.

While I regret leaving the fantastic staff and working environment of Smith Corporation, I know it is the best decision at this time. Thank you for your support and attention in this matter.

Sincerely,

Sally Henson

Quality Inspector

Smith Manufacturing