

Resignation letter due to medical reasons

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 hand over 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