

Date

To

Peter Higgs

Title

Organization Name

Street Address City, ST ZIP Code

Dear Recipient Name:

This letter is to inform you that I, 'Name of employee' am submitting my resignation letter, effective immediately. Due to 'Detailed reason for resignation for example health issue', I do not know when I will be able to work again.

My time here at the 'Name of Organization' has been well spent as I have been able to experience and learn a lot from the different opportunities provided to me. I would like to thank the employees of the organization for making my time at work comfortable. However, my health does not allow me to continue working at the organization.

Thank you for providing me with the opportunity of working at 'Name of Organization'. I hope you understand my situation and accept my resignation letter. Please consider today, 'Date' as my last official day at this organization. Looking forward to your positive response.

Sincerely,

Adney Adolf Aiken

Title