

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 the position of XXXX

Further to our recent conversation, I am very sorry to confirm that I have no other alternative but to hand my notice in with immediate effect due to illness.

I am unable to continue working and have been signed off sick by my doctor who feels that I will be unable to return to work in the future. As this is the case I feel that I need to take this opportunity to concentrate on my illness and trying to look at my recovery and wellbeing.

I am sorry that in this situation that I am unable to give you any notice to leave COMPANY NAME but I am very grateful for all the opportunities you have given me over X years/months. I feel that COMPANY NAME has a very good future and I am sorry not to be able to be part of that.

You may contact me via phone or email should there be any questions regarding my work or anything that you need to know but I hope that I have left everything in a good order for someone to pick up.

Thank you again, please could you forward me any outstanding monies and my P45 to my home address.

Wishing you all well for the future.

Best Wishes.

Yours sincerely

NAME SURNAME