

[Current Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

This letter is to formally acknowledge and accept your resignation from your position as [Job Title], effective [Last Working Day].

We received your notification regarding your health challenges and your decision to step down to manage your chronic illness. We fully support your decision to prioritize your well-being and health at this time.

We would like to thank you for your contributions to [Company Name] during your tenure. Your dedication and hard work have been greatly appreciated, and you will be missed by the entire team.

Regarding your transition, the Human Resources department will contact you shortly to provide information concerning your final paycheck, benefits continuation, and any other administrative matters. Please let us know if there is anything we can do to assist you during this transition period.

We wish you the very best in your recovery and for your future health and happiness.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]