

[Date]

[Employee Name]  
[Employee Address]  
[City, State, Zip Code]

Dear [Employee Name],

I am writing to formally acknowledge and accept your resignation from your position as [Job Title], effective [Last Working Day].

We received your notice regarding your health concerns, and we sincerely regret that you are facing these challenges. Please know that your health and well-being are the priority, and we fully support your decision to focus on your recovery at this time.

On behalf of the entire team at [Company Name], I want to thank you for your contributions and hard work during your time with us. You have been a valued member of our staff, and you will be missed.

Regarding your transition, the HR department will contact you shortly to provide information concerning your final paycheck, benefits, and any necessary paperwork. Please let us know if there is anything we can do to assist you during this period.

We wish you a steady recovery and the very best in your future health and endeavors.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]