

[Current Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

This letter serves as formal notification that we have received and accepted your resignation from the position of [Job Title], effective immediately, [Last Working Date].

We understand that this decision is due to health-related reasons. We sincerely regret the circumstances requiring your departure, but we fully support your need to prioritize your well-being and recovery at this time.

Regarding your final compensation and benefits:

- Your final paycheck, including payment for [unused vacation time/accrued leave], will be issued on [Date] via [Payment Method].
- Information regarding the continuation of health insurance coverage (COBRA) will be sent to your mailing address separately.
- Please arrange for the return of all company property, such as [keys, laptop, ID badge], by [Date].

Thank you for your contributions to [Company Name] during your tenure. We wish you a full and speedy recovery and the very best in your future endeavors.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Company Name]