

[Current 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 Date].

We were very sorry to hear about your sudden illness. Please know that your health and well-being are the priority, and we fully understand your need to focus on your recovery at this time. We appreciate you notifying us as soon as possible despite these difficult circumstances.

Regarding your transition, [HR Name/Department] will contact you shortly to provide information regarding your final paycheck, benefit status, and any necessary paperwork. If there is anything we can do to assist with this process, please let us know.

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

We wish you a full and speedy recovery. Please take care of yourself.

Sincerely,

[Your Name]

[Your Title]

[Company Name]