

[Date]

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

Dear [Employee Name],

We have received your formal resignation dated [Date], and it is with a heavy heart that we accept it. We understand that this decision comes as a result of your recent medical diagnosis, and we wish to express our deepest sympathy and support to you and your family during this incredibly difficult time.

Your last day of employment will be [Last Working Day]. We want to ensure that this transition is as smooth as possible for you. Our Human Resources department will be in contact shortly to provide detailed information regarding your final compensation, the continuation or conversion of health insurance benefits, and any life insurance or disability options available to you.

Please know that your contributions to [Company Name] have been deeply valued. You have been a respected member of our team, and your presence will be greatly missed by all of your colleagues.

If there is anything we can do to assist you further, please do not hesitate to reach out to [Contact Person Name] at [Phone Number/Email].

Our thoughts are with you.

Sincerely,

[Signature]
[Name of Manager/HR Representative]
[Job Title]
[Company Name]