

Due to illness resignation letter example

Tom Murray

Hiring Manager
Learnist Ltd
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Dear <Recipients name>,

As set out in my contract, I hereby serve you with my full notice to bring to an end my employment with <enter company name here> as a <enter job title here>. The period in my contract is <enter notice period here>, therefore I will be leaving my role on the <enter date here>.

It is with great regret that I have to leave due to illness. However, I cannot foresee a reasonable return date for me, and worrying about my return to work is something that is not helping me with my recovery.

Please note that I will do whatever I can regardless of how I am feeling to make my leaving as easy as possible for all those involved.

I wish everybody at the company all of the best in the future and I would like to thank you for giving me the opportunity to work with <enter the company name here>.

Yours Sincerely,

<Enter name here>

Your Address
Tel Number

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