



SPECIMEN RESIGNATION LETTER - LEAVING DUE TO SICKNESS

Leaving due to Sickness

Dear *(the recipient's name is entered here)*

As required by my contract of employment, I hereby give you *(your notice period entered here)* weeks' notice of my intention to leave my position as *(your job title entered here)*.

As you know I have been unwell for some time now and as a consequence, feel that I am unable to work for *(the name of your current employer entered here)* any longer.

This was not an easy decision and took a lot of consideration. However, please be assured that I will do all I can to assist in the smooth transfer of my responsibilities before leaving.

I wish you and *(the name of your current employer entered here)* every good fortune and I would like to thank you for having me as part of your team.

Yours sincerely