

[Your Name]  
[Your Full Address]  
[Your Phone Number]  
[Your Email]

[Date]

[Company Name]  
[Title of Addressee]  
[Organization]  
[Full Company Address]

Dear Mr./Ms. Name of Recipient:

RE: Resignation

It is with great regret that I must inform you that in two weeks' time I am resigning from the position of Art Department Director. I understand that my departure will cause a disruption, and I will do everything in my power to facilitate the smooth transition of duties to my replacement.

My decision to resign is not due to any shortcomings from this company, but to a recent diagnosis of a severe health issue. I was advised by my physician to cease working as soon as possible. With much consideration, I must agree with my doctor's recommendation, because I cannot function at the typical level that I have no doubt you have come to expect, and focus on my health at the same time.

While working here, the support and encouragement I have received and the connections I have made, both professional and personal, have been invaluable. I will miss the challenging nature of my work and the enjoyable atmosphere and coworkers. I will always be grateful. Best regards,

Sincerely,

[Your Signature]  
[Your Full Name]  
[Your Job Title]