Name
Address:
Cell phone number:
Email

To: Company name
Address
Tel:
Email

Date

Subject: Resignation letter
Dear Mr…./ General Director
          HR Dept.

Please accept this resignation letter as notification that I am leaving my position with ….
This was not an easy decision to make. The past 8 years have been very rewarding. I've enjoyed working for you and our company. However my health is not good to qualify my job.
My last day of employment will be 45 working days from today, as per the responsibilities under the terms of my employment contract. However I wonder if you could accept my leaving from..... with full employee benefits.
Please let me know what to expect as far as my final work schedule, accrued annual leave and my employee benefits and responsible.
Thank you for the opportunities for growth that you have provided me. I wish you and the company all the best. If I can be of any help during the transition, please don't hesitate to ask.

Thanking you in advance.

Yours sincerely