Your Name

Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

I have been experiencing pain and discomfort for a little while now. Recently I got a complete checkup of myself and unfortunately, I have been diagnosed to have (state the diagnosis) and the doctors have advised me to take complete bed rest for (state time duration). Although I can perform some part of my duties from home, however, to be honest, I think I would not be able to do justice with my post and the duties I have been entrusted with. Therefore, I with a very heavy heart would like to announce through this letter that I have decided to resign from my post of the pharmacist in (name of the company). I request the higher authorities to accept my resignation.

I would also like to apologize to the company for any inconvenience that my sudden resignation would cause to the firm. Please let me know if there is anything else that I can do to ease this transition. I wish good luck to both the company and the employees of the company. It has been a pleasure working with you. The company (name of the company) has helped me in growing into a better, stronger, and knowledgeable person. I would always cherish the time I spent at (name of the company).

If any time later the company needs my assistance in any matter, I would be happy to help. I would be available on the following contact details (mention phone number, mailing address, and email address).

Sincerely,

Your Name