Your Name

Street Address   
City, ST ZIP Code

Date

Recipient Name  
Title  
Company Name  
Street Address  
City, ST ZIP Code

Dear Recipient Name:

I regret to inform you that I am unable to continue to serve (company name) on account of my ill health. Despite regular treatment, my health has been rapidly deteriorating because of Hepatitis C. I hereby put forth my resignation with a heavy heart.

I am providing two weeks’ notice as per the company's rules. I hope all the clearance and handing over formalities will be accomplished within this period.

It has been an honor for me to have worked for this prestigious organization. Thank you for providing a great working environment. I will miss the company immensely. The entire staff has been like a family to me.

I will be glad to help the company find a replacement for me. I may be able to recommend someone who can take my place and understand the job responsibilities within a short period of time. Please let me know when you would like to discuss this further.

Sincerely,

Your Name