Date:

To

[The Recipient Name]  
[Address]

Respected Mr. (name)

I (name) have been working as (designation) in (name) department since (date). I love my work and getting hired by this company was a dream come true. I had a wonderful experience working here but now I am writing to submit my resignation letter as my doctor has advised me to take complete bed rest and I cannot continue working due to my medical condition.

I am attaching all the relevant documents and a certificate signed by my doctor to this effect. It was an honor to serve in this company and I had a very enriching work experience. I have had good luck working with some excellent mentors who taught me a lot and guided me through a lot of very difficult projects.

I would be indebted to my team members who showed immense compassion and understanding during my disease, but I feel that to continue working in this condition would be unfair both to me and to the company as I will not be able to give my 100% to the work any longer.

(date) would be my last working day in the office and I would be very grateful if you could instruct the finance department to process my pending arrears and clearance before (date2) as I am traveling abroad to get treatment for my condition.

Wishing you all the best for the future and looking forward to coming back with good health and once again becoming a part of this wonderful institution.

Yours Sincerely.

Name  
Designation  
Department name