Date:

To

[The Recipient]  
[Designation]  
[Company Name]

Re. Resignation Notice due to Chronic Illness and Breaking Down into Stress

Dear Sir,

I am Allison Parker, the Assistant Manager in Gracehouse Industries in the Department of Administration and PMS. I am working here since 2009, thus completing my twelve years of working here in June. I have seen twelve springs of my life while staying a part of the Grace house team. Being a Gracehouse member has always been a matter of great success and esteem for me both professionally and personally.

This is very saddening to state that this letter is to be submitted as a resignation notice. The notice is effective from 25th March 20XX. I am sorry for not providing this notice prior as I was a little baffled with the idea of resigning from the work, but my doctor advised me to get hold of this decision as I am not fit to fulfill all the responsibilities at my work. I am suffering from Fibromyalgia which gives me pain chronically in my skeleton muscles and yields issues with memory and mood due to sleep deprivation it brings.

Due to this disease, I am also going through a lot of stress as I am a single parent and I must look after everything related to my son who is 5 years old. Moreover, I do not consider myself fit for the demanding job I am doing and do not want to put the company into any trouble.

Thanks for all the love and appreciation.

Regards

Allison Parker  
Assistant Manager  
Gracehouse Industries  
B-11, Sector 90, San Diego  
CAM, USA