To

[The Name of Recipient]  
[Designation in the company]  
[Company Name]

[DATE]

Dear/Respected [Name]

This message is an apology note due to my immediate resignation that was affected last week. I had been diagnosed with a contagious disease that requires proper rest. I was suggested complete bed rest for a long time. I know that this was quite unethical and it’s mentioned vividly in the company’s employees’ policy to inform a month ago about resigning.

I know this might have caused you big trouble to you and therefore I request to let me know about the pending tasks due to me. Thanks a lot for giving me continuous support and a healthy work environment. You made me a new person and I will forever remain indebted to you for this.

Sincerely,

[Your Name]  
[Designation in the department]  
[Department Name]  
[Company Name]

Signature