

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have decided to embrace parenthood fully and dedicate my time and energy to my family during this special period. This choice was not easy and involved a lot of reflection, but I believe it is the right decision for me and my family at this time.

I am truly grateful for the opportunities I have had at [Company's Name] and for the support I have received from you and my colleagues. I have learned and grown so much during my tenure here, and I will always cherish the memories and experiences.

During the transition, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in this process.

Thank you once again for your understanding and support. I look forward to staying in touch, and I hope to cross paths in the future.

Sincerely,

[Your Name]