

Resignation Letter for Maternal/Paternal Duties

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].

This decision has come as I prepare to embrace my new responsibilities as a [mother/father] and dedicate my time to my family during this important period.

I am grateful for the opportunities I have had at [Company's Name] and appreciate the support from you and my colleagues during my tenure.

Please let me know how I can assist during the transition. I hope to maintain our professional relationship in the future.

Thank you for your understanding.

Sincerely,

[Your Name]