

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. My decision comes after careful consideration following the end of my maternity leave.

I greatly appreciate the opportunities I have had during my time at [Company's Name], and I want to express my gratitude for the support and understanding I received during my maternity leave.

Please let me know how I can assist during the transition process. I wish the team and the company continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]