

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].

After returning from my maternity leave, I've taken some time to reevaluate my personal and professional goals. I have decided that it is in my best interest to pursue new opportunities that align more closely with my current priorities.

Thank you for the support and understanding during my time here, particularly during my maternity leave. I am grateful for the opportunities I've had to grow and develop, and I value the experiences I've gained while working with you and the team.

I will do everything possible to ensure a smooth transition prior to my departure. Please let me know how I can assist during this process.

Thank you once again for everything.

Sincerely,

[Your Name]