

# 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 am writing to formally resign from my position at [Company's Name] effective [Last Working Day, typically two weeks from the date above]. As a new mother, I have decided to focus on my family during this important time.

I appreciate the support and opportunities I have received during my time at [Company's Name]. It has been a pleasure working with you and the team, and I am grateful for the professional growth and experiences I have gained.

Thank you for your understanding. I hope to stay in touch in the future.

Sincerely,

[Your Name]