

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].

Given my changing maternity responsibilities, I find it necessary to step back from my work commitments to focus on my family during this important time.

I appreciate the opportunities I've had at [Company's Name] and the support from you and my colleagues. I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties effectively.

Thank you for your understanding.

Sincerely,

[Your Name]