

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 you are aware, I am currently on maternity leave, and after careful consideration, I have decided not to return to work after my leave ends. This decision was not made lightly, and I am grateful for the support and opportunities I have received during my time at the company.

I will ensure a smooth transition of my responsibilities before my departure and am happy to assist in training my replacement if needed.

Thank you for the wonderful experiences and support. I wish [Company's Name] continued success.

Sincerely,

[Your Name]