

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above], due to my upcoming maternity leave and the need for a transition in my responsibilities.

It has been a pleasure working at [Company Name], and I am grateful for the opportunities for professional and personal growth that I have been given. I am committed to ensuring a smooth transition and am happy to assist in transferring my responsibilities to my colleagues during my remaining time with the company.

Thank you very much for your understanding and support during this time. I hope to stay in touch and wish the company continued success in the future.

Sincerely,
[Your Name]