

# Resignation Letter Template

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].

After careful consideration, I have decided to focus on my family following my maternity leave. This was not an easy decision to make, but I believe it is the best choice for me at this time.

I want to express my sincere gratitude for the opportunities I've had during my time at [Company Name]. I value the support provided to me and the relationships I built with my colleagues.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties before my departure. Please let me know how I can assist during this transition.

Thank you once again for everything. I hope to stay in touch, and I wish the company continued success.

Sincerely,  
[Your Name]