

# Resignation Letter

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]. This decision comes as I prepare for my maternity leave.

I've greatly appreciated my time at [Company Name] and the opportunities for growth and development. It's been a pleasure working with you and the team.

During my remaining time, I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively.

Thank you for your understanding and support. I look forward to staying in touch.

Sincerely,  
[Your Name]