

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 hope this message finds you well. I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above], following the conclusion of my maternity leave.

It has been a pleasure working at [Company's Name], and I am grateful for the support and opportunities I've received during my time here. I appreciate your understanding regarding my decision and would like to ensure a smooth transition of my responsibilities.

Thank you once again for the wonderful experiences and support. I hope to stay in touch in the future.

Sincerely,

[Your Name]