

# 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 of the letter]. This decision comes after careful consideration of my circumstances following my maternity leave.

It has been a privilege to be a part of [Company's Name], and I am grateful for the opportunities I've had during my time here. I appreciate the support from you and the team during my transition into motherhood.

During my notice period, I am committed to ensuring a smooth transition and will do my utmost to wrap up my current projects and assist with the handover of my responsibilities.

Thank you once again for your understanding and support. I hope to keep in touch, and I wish [Company's Name] continued success in the future.

**Sincerely,**

[Your Name]