

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient'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]. This decision comes after careful consideration of my circumstances following the completion of my maternity leave.

I have greatly valued my time at [Company's Name] and am thankful for the support you and my colleagues have provided during my tenure. It has been a privilege to be a part of such a dedicated team.

During my remaining time, I will ensure a smooth transition and complete any outstanding tasks. Please let me know how I can assist in this process.

Thank you once again for the opportunities and experiences I have gained while working with you.

Sincerely,

[Your Name]

[Your Job Title]