

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]

Subject: Resignation Letter

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 above]. After much consideration, I have decided to embark on the journey of full-time parenting.

This was not an easy decision to make, as I have truly enjoyed working at [Company's Name] and appreciate the opportunities for professional and personal growth that I have received during my time here. I have learned a great deal and am grateful for the support from you and my colleagues.

I am committed to making this transition as smooth as possible. I will do everything I can to ensure that my responsibilities are completed and to assist in the training of my replacement if needed.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch, and I look forward to seeing what the future holds for all of us.

Sincerely,

[Your Name]