

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer'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].

This decision was not easy and involved a lot of consideration. However, after careful thought, I have decided to embrace full-time parenting and prioritize my family's needs during this important stage.

I am grateful for the opportunities for personal and professional growth that you have provided during my time at [Company's Name]. I have enjoyed working with you and appreciate all the support you have extended to me.

I will do my utmost to ensure a smooth transition and will complete any outstanding projects to the best of my ability. Please let me know how I can assist during this period.

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,

[Your Name]