

# 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].

Having taken an extended maternity leave, I have had the opportunity to reassess my personal and professional priorities. After careful consideration, I have decided it is best for me and my family to pursue a different path.

I want to express my heartfelt gratitude for the support and opportunities I have received during my time at [Company's Name]. I am proud to have been part of such a talented team and will carry the experiences with me into my future endeavors.

Thank you for your understanding. I am committed to ensuring a smooth transition and will do my best to complete any outstanding tasks and assist in handing over my responsibilities.

Sincerely,  
[Your Name]