

[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]. After my maternity leave, I have taken some time to reflect on my career and personal commitments, and I have decided to pursue a different path that aligns better with my current needs and priorities.

I want to express my gratitude for the support and opportunities I've received during my time with the company. Working with such a talented team has been a truly rewarding experience, and I appreciate all that I've learned.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities and help train my replacement if needed during this notice period.

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

Sincerely,
[Your Name]