

[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 of this letter].

As you are aware, I will be taking maternity leave starting [Start Date of Maternity Leave], and after careful consideration, I have decided to resign from my role to focus on my family during this important time.

I would like to express my gratitude for the opportunities and support I have received during my time at [Company's Name]. I have enjoyed working with you and the team and appreciate all the experiences I have gained.

I am committed to ensuring a smooth transition and will do my best to wrap up my duties and assist in training my replacement before my departure.

Thank you once again for everything. I hope to keep in touch, and I wish the company continued success in the future.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Printed Name]