

[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 decided to focus on my family and personal commitments. This was not an easy decision, as I have greatly valued my time at [Company's Name] and the opportunities for growth and development.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively. Please let me know how I can assist during this time.

Thank you for your understanding and support. I wish the company continued success in the future.

Sincerely,  
[Your Name]