

Professional resignation with notice after maternity leave

Subject: Resignation with Notice After Maternity Leave

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [last working date], providing [X weeks] of notice as required. After my maternity leave, I have made the difficult choice to step away from my role in order to focus on my family.

I am sincerely thankful for the professional growth and opportunities that [Company Name] has offered me. Working with such a dedicated team has been a privilege, and I have gained valuable experiences that will remain with me.

Over the next few weeks, I am committed to completing pending projects and assisting in training or knowledge transfer to ensure a smooth transition.

Thank you for your understanding.

Best regards,

[Your Full Name]

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