

Resignation Letter Example for Early Maternity Resignation

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, e.g., two weeks from the date above]. Due to unforeseen changes in my personal circumstances and upon my medical advisor's recommendation, I will be starting my maternity leave earlier than originally planned. After careful consideration, I have made the difficult decision to resign from my position in order to fully focus on my health and family's needs during this important time.

I am grateful for the opportunities, support, and guidance I have received from you and the entire team at [Company Name]. Working here has significantly contributed to my professional and personal growth, and I truly appreciate the understanding and encouragement I have always experienced.

To ensure a seamless transition, I am more than willing to assist in training a replacement or handing over my responsibilities during the notice period. Please let me know how I can best support you and the team during this time.

Thank you once again for your understanding and support. I hope to maintain a positive relationship in the future, and I wish [Company Name] continued success.

Sincerely,
[Your Name]