

Resignation Letter for Not Returning After Maternity Leave

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

[Manager's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally inform you of my decision to resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically the end date of maternity leave or as per company policy].

After careful consideration and reflection during my maternity leave, I have decided not to return to work, as I wish to focus on my family at this time. This was a difficult decision, as I have truly enjoyed being part of the team and appreciate all of the opportunities for both professional and personal growth that I experienced at [Company Name].

I am grateful for your support and understanding. Please let me know how I can assist in ensuring a smooth transition of my responsibilities before my departure. I am happy to help with any necessary handover tasks or documentation to facilitate the process.

Thank you once again for everything. I hope to stay in touch and wish the team continued success in the future.

Sincerely,
[Your Name]