

Resignation Letter Template for Postpartum Recovery Reasons

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[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, typically two weeks from date above unless otherwise required by your contract].

After careful consideration, I have decided to step down from my role in order to focus on my postpartum recovery and the needs of my growing family. This has been a difficult decision, but my health and family's well-being are my top priorities at this time.

I want to express my gratitude for the opportunities, support, and encouragement I have received from you and the entire team during my employment. Working at [Company Name] has been a truly rewarding experience, and I am proud to have contributed my best efforts.

I am committed to making this transition as smooth as possible and will do everything I can during my notice period to assist with the handover of my responsibilities. Please let me know how I can help to facilitate the process.

Thank you once again for your understanding and support. I hope to maintain positive relationships with you and the team in the future.

Sincerely,

[Your Name]