

Resignation Letter for Maternity Reasons with Notice Period

[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 am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically notice period from today], in accordance with the notice period stated in my employment contract.

This decision comes after careful consideration of my current situation, as I will be focusing on my maternity and personal responsibilities in the coming months. I have greatly appreciated the opportunities for growth and professional development throughout my time at [Company Name].

I am committed to ensuring a smooth transition and would be happy to assist in handing over my responsibilities or training a replacement during the notice period.

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

Sincerely,
[Your Name]