

# Resignation Letter Sample Due to Maternity Leave Extension

This **resignation letter sample due to maternity leave extension** provides a professional template for employees who need to formally resign from their position because their maternity leave period has been extended. It clearly communicates the employee's appreciation for the support received, explains the reason for resignation related to the prolonged maternity leave, and maintains a positive tone to preserve good relationships with the employer. This example ensures clarity and professionalism during a sensitive transition period.

## Sample Letter

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

As you are aware, I have been on maternity leave since [Start Date of Maternity Leave]. After careful consideration and discussions with my family, I have decided to extend my maternity leave period for personal and family reasons, which unfortunately means I will not be able to return to work as originally anticipated.

I would like to express my sincere gratitude for the support, encouragement, and understanding you and the entire team have shown me during my time at [Company Name], especially throughout my maternity leave. It has been a pleasure to be part of the team, and I am truly appreciative of my experiences and the opportunities for personal and professional growth.

I will do my best to ensure a smooth transition and am happy to assist with the transfer of my responsibilities during my notice period. Please let me know how I can help during this time.

Thank you once again for your understanding and support. I look forward to staying in touch and wish [Company Name] continued success in the future.

Sincerely,  
[Your Name]