

Your Name

Address

Contact Number

Email Address

Date

Recipient Name

Company's Name

Company's Address

Dear {Title & Name of Recipient},

After much thought and consideration, I have come to the decision not to return to {Company Name} after my maternity leave. I am writing to notify you of my formal resignation from my role as {Job Title}.

As you are aware, I gave birth to my first child in {Date} and I have come to the decision to remain at home with my child for the foreseeable future.

I have thoroughly enjoyed working with you and the team at {Company Name} over the last {Length of employment}, and appreciate all of the opportunities for professional and personal development given to me throughout my period of employment.

I would be more than happy to come into the office before my official leave date to hand over any work, emails, or information to a new employee – or assist with anything to help during the transition.

Sincerely,

\_\_\_\_\_(signature)

{Your Name}