Name
Address
City, State Zip Code

Date

Name
Title
Company
Address
City, State Zip Code

Dear Ms. Manager,

Please accept my resignation effective September 30, 2018. As you know, I had my second child in August, and I have decided that I will not be returning to work after my maternity leave. I plan on staying home with my children for the foreseeable future.

Thank you for your understanding. Please let me know if I can be of any assistance during this transitional time. I am available over (phone, email) and would also be happy to come into the office for a day to pass off any contacts, emails, or information that you need.

Sincerely,

Your Signature (hard copy letter)

Firstname Lastname