Resignation Letter After Maternity Leave

Dear Mr. Grimes

As you already know, I have been on maternity leave from my position as senior assistant at ABC Company for the past 4 weeks, with my return to work scheduled for January 15, 2023. However, after giving much thought to the situation, it has become apparent that it is in the best interest of myself, my new child and my team members at ABC Company if I resign from my position indefinitely in order to best care for my new family. Therefore, I appreciate your understanding of my plans not to return to work as scheduled.

I would be more than happy to assist in the finding and/or training of my replacement in any way that I can. If any discussion in regards to this is needed, or if you have any questions, I can be contacted by phone at (555)-555-5555 or by email at [email] I will inform my team members and make them welcome to contact me as well.

I am grateful to you and ABC Company for the great experience and cooperation I have enjoyed there over the past few years. Although I will miss everyone at the office, I know I would not be able to properly focus on my work away from my child after such a short maternity leave. I thank you for your understanding and cooperation in this matter.

Yours sincerely,

Carolyn Jensen

Carolyn J. Jensen

Senior Assistant

ABC Company