

Writing a resignation letter after maternity leave involves addressing your decision to not return to work in a professional and courteous manner. It's important to express gratitude for the opportunity and clarify any details about your departure. Here are five templates for writing a resignation letter after maternity leave, each tailored for different situations.

## **Resignation Letter Template 1: Standard Resignation**

Subject: Resignation Effective [Your Last Working Day]

Dear [Manager's Name],

I hope this message finds you well. After careful consideration during my maternity leave, I have decided that I will not be returning to my position as [Your Position] at [Company Name]. Please accept this letter as my formal resignation, effective [Your Last Working Day].

I want to express my sincere gratitude for the opportunities I have been given at [Company Name]. Working here has been a significant part of my career, and I am thankful for the support and experiences I have gained.

I am committed to ensuring a smooth transition. Please let me know how I can assist in this process over the next [notice period duration].

Thank you once again for the understanding and support during my maternity leave and throughout my tenure with the company.

Sincerely,

[Your Name]

## **Example for Template 1**

Subject: Resignation Effective October 31, 2023

Dear Mr. Thompson,

I hope this message finds you well. After careful consideration during my maternity leave, I have decided that I will not be returning to my position as Marketing Coordinator at Bright Solutions. Please accept this letter as my formal resignation, effective October 31, 2023.

I want to express my sincere gratitude for the opportunities I have been given at Bright Solutions. Working here has been a significant part of my career, and I am thankful for the support and experiences I have gained.

I am committed to ensuring a smooth transition. Please let me know how I can assist in this process over the next two weeks.

Thank you once again for the understanding and support during my maternity leave and throughout my tenure with the company.

Sincerely,

Emily Johnson

## **Resignation Letter Template 2: Family Commitments**

Subject: Resignation from [Your Position]

Dear [Manager's Name],

I am writing to inform you of my decision to resign from my

position as [Your Position] at [Company Name], effective [Your Last Working Day]. After much consideration during my maternity leave, I have decided to focus on my family commitments at this time.

I am grateful for the rewarding experiences and the professional growth I have enjoyed at [Company Name]. I truly value the time spent with the team and the skills I have acquired.

Please let me know how I can aid in the transition process. I wish to ensure a smooth handover of my responsibilities.

Thank you for your understanding and support. I hope to keep in touch in the future.

Best regards,

[Your Name]

## **Example for Template 2**

Subject: Resignation from Project Manager Role

Dear Ms. Green,

I am writing to inform you of my decision to resign from my position as Project Manager at Apex Innovations, effective November 15, 2023. After much consideration during my maternity leave, I have decided to focus on my family commitments at this time.

I am grateful for the rewarding experiences and the professional growth I have enjoyed at Apex Innovations. I truly value the time spent with the team and the skills I have acquired.

Please let me know how I can aid in the transition process. I wish to ensure a smooth handover of my project

responsibilities.

Thank you for your understanding and support. I hope to keep in touch in the future.

Best regards,

Laura Philips

## **Resignation Letter Template 3: Pursuing Other Opportunities**

Subject: Resignation Notice – [Your Position]

Dear [Manager's Name],

Please accept this letter as my formal resignation from the position of [Your Position] at [Company Name], effective [Your Last Working Day]. During my maternity leave, I have had the opportunity to reassess my career goals and have decided to pursue other professional opportunities.

I am thankful for the valuable experiences and support I received at [Company Name]. Working with the team has been incredibly fulfilling, and I have learned and grown a lot professionally.

I am dedicated to ensuring a smooth transition and am willing to assist in any way possible during my notice period.

Thank you for the opportunities and mentorship provided during my time with the company. I look forward to staying in touch.

Kind regards,

[Your Name]

## Example for Template 3

Subject: Resignation Notice – Senior Analyst

Dear Mr. Lee,

Please accept this letter as my formal resignation from the position of Senior Analyst at Quantech Research, effective December 1, 2023. During my maternity leave, I have had the opportunity to reassess my career goals and have decided to pursue other professional opportunities.

I am thankful for the valuable experiences and support I received at Quantech Research. Working with the analytics team has been incredibly fulfilling, and I have learned and grown a lot professionally.

I am dedicated to ensuring a smooth transition and am willing to assist in any way possible during my notice period.

Thank you for the opportunities and mentorship provided during my time with the company. I look forward to staying in touch.

Kind regards,

Sophia Rodriguez

## Resignation Letter Template 4: Relocation

Subject: Resignation Due to Relocation – [Your Position]

Dear [Manager's Name],

I am writing to notify you of my resignation from my role as [Your Position] at [Company Name], effective [Your Last Working Day]. My family and I have decided to relocate, a decision made during my maternity leave, which unfortunately makes it impossible for me to continue in my current role.

I have thoroughly enjoyed my time at [Company Name] and am grateful for the opportunities and experiences provided. I have great respect for the team and the work we have accomplished together.

I am committed to assisting in any transition-related tasks to ensure a seamless handover of my responsibilities.

Thank you for your understanding and support. I wish [Company Name] continued success in the future.

Warm regards,

[Your Name]

## **Example for Template 4**

Subject: Resignation Due to Relocation – Graphic Designer

Dear Mrs. Thompson,

I am writing to notify you of my resignation from my role as Graphic Designer at Creative Minds Studio, effective January 10, 2024. My family and I have decided to relocate to Europe, a decision made during my maternity leave, which unfortunately makes it impossible for me to continue in my current role.

I have thoroughly enjoyed my time at Creative Minds Studio and am grateful for the opportunities and experiences provided. I have great respect for the creative team and the innovative projects we have accomplished together.

I am committed to assisting in any transition-related tasks to ensure a seamless handover of my design responsibilities.

Thank you for your understanding and support. I wish Creative Minds Studio continued success in the future.

Warm regards,

Natalie Foster

## Resignation Letter Template 5: Health or Personal Reasons

Subject: Resignation from [Your Position]

Dear [Manager's Name],

I am writing to inform you of my decision to resign from the position of [Your Position] at [Company Name], effective [Your Last Working Day]. During my maternity leave, I have had to reassess my priorities due to health/personal reasons, and I have made the difficult decision to step down from my role.

I am deeply grateful for the opportunities and experiences I have gained at [Company Name]. The support and camaraderie of the team have been invaluable, and I will cherish the memories and skills I have acquired.

I assure you of my complete cooperation in the transition process and will do my utmost to ensure a smooth handover.

Thank you for your understanding and support during this time. I wish the team and [Company Name] all the best in the future.

Sincerely,

[Your Name]

## Example for Template 5

Subject: Resignation from Assistant Manager Position

Dear Mr. Evans,

I am writing to inform you of my decision to resign from the position of Assistant Manager at The Gourmet Kitchen, effective February 20, 2024. During my maternity leave, I have had to reassess my priorities due to personal health reasons, and I have made the difficult decision to step down from my role.

I am deeply grateful for the opportunities and experiences I have gained at The Gourmet Kitchen. The support and camaraderie of the team have been invaluable, and I will cherish the memories and skills I have acquired.

I assure you of my complete cooperation in the transition process and will do my utmost to ensure a smooth handover.

Thank you for your understanding and support during this time. I wish the team and The Gourmet Kitchen all the best in the future.

Sincerely,

Olivia Martinez

## **Purpose of a Resignation Letter after Maternity Leave**

The purpose of a resignation letter after maternity leave is to formally inform the employer of the decision to not return to work. It should explain the reason for the resignation, express gratitude for the employment experience, and offer to assist with the transition.

## **Key Elements of a Resignation Letter after Maternity Leave**

- **Formal Notification:** Clearly state the intention to resign



and the effective date.

- **Reason for Resignation:** Briefly explain the reason for not returning after maternity leave.
- **Expression of Gratitude:** Show appreciation for the opportunities and experiences gained during employment.
- **Offer to Assist in Transition:** Propose help with handing over duties or training a replacement.

## Tips for Writing a Resignation Letter after Maternity Leave

1. **Be Professional:** Maintain a professional and courteous tone throughout the letter.
2. **Be Concise:** Keep the letter focused and to the point.
3. **Plan Your Notice Period:** Adhere to company policies regarding notice periods, if possible.
4. **Personalize Your Reason:** While keeping it brief, personalize your reason for resignation to provide context.
5. **Keep Good Relations:** Aim to leave on good terms, as this is beneficial for future references and professional relationships.