

Maternity Resignation Letter

Your Name

Your Address

Your City,

Your Phone Number

Your Email

Date

Name

Title

Organization

Address

City,

Dear Mr. /Ms. Last Name:

I am writing this letter to inform you that I wish to resign from my position as Customer Support Executive for ABC Group of Companies effective January 1, 2020. I am resigning from my position because I am expecting a child on the 1st of March, 2019. And I wish to spend some time raising my child.

I really want to appreciate the personal and professional development that this company has exposed me to. I would also be glad to assist in the transition process.

Working with ABC Group of companies was an amazing experience that I would never forget.

Thank you for your understanding.

Sincerely,

(Signature)

Name.