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<<Employee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Recipient's Name>>
<<Company / Employer's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear << >>

Re: Resignation Maternity

[As you will be aware, I am currently on maternity leave and have been since <<Date>>. I am expected to return to work on <<Date>>.]

OR

[As you will be aware, I am due to return to work on <<Date>> leave on <<Date>>.]

I have decided that I would prefer to leave <<Company / Employer's Name>> at the end of my maternity leave. My current employment requires me to give at least <<Length of notice required>> notice. I have given you <<Length of notice given>> of notice of my intention to leave my position as <<Position>>.

This was not an easy decision to make as I have spent with <<Company / Employer's Name>>. I have however decided to leave <<Company / Employer's Name>> to welcome my new baby at this time. Please do not hesitate to inform me of any responsibilities before leaving. [I will be happy to assist in the transfer of my responsibilities or more of my Keeping In Touch days for this purpose.]

I would finally like to take this opportunity to thank you <<Company / Employer's Name>> for your support and guidance throughout my time at the <<company, business etc.>>.

I look forward to hearing from you.

Yours sincerely

<<Name & Title>>

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