Mr J Smith
Head of Finance and Transactions
ABC Solutions
147 The Street
Anytown
Z9 8YX

(Date)

Dear Mr Smith

I am writing to inform you of my intention to resign from my position as Financial Administrator, effective from the date above.

As you know, I have been on maternity leave for the past eight months since the birth of my son. Due to these circumstances, I have decided I do not wish to return to work until he is older so I can spend these valuable early years at home with him.

The terms of my contract require that I give you four weeks’ notice of my intentions; therefore my date on which I believe my maternity leave and employment to terminate will be (insert date). If I have outstanding accumulated annual leave, please advise me how much I have, and whether I am permitted to take it, or if it will be paid to me.

I wish to take this final opportunity to thank you for the help, support, and vital knowledge I have received from you and the team in the fantastic years I have been with the company. I feel that should I return to employment in the future, I have learned some valuable skills from the company that will support me in this.

Should you require any additional information from me, do not hesitate to contact me.

Yours sincerely