**Resignation letter after maternity leave example**

Dear Jordan Taylor,

I'm writing to submit my letter of resignation from my account manager role at Brand Solutions Inc, which will be effective Dec. 20, 2020, two weeks from today. As you're aware, I recently had my child in late October and have decided that the best option for our family is to stay home and care for the children.

I plan to return to work for the next two weeks to help smooth the transition process. I'll be available to provide details on important projects, assist in the hiring process and administer training for my replacement. Thank you so much for the opportunity to work for your company. I've had a great three years collaborating with such a dynamic team.

Sincerely,

Leslie Parker