**Subject:** Maternity Leave – Your Name

Dear Jane,

During these past two months on maternity leave, I've spent a lot of time thinking through my next steps. After much debate, I've decided to stay home with my children, and not return to full-time work. Please accept my resignation effective February 10, 2019.

It's been a pleasure working with you and being part of ABC Company. I have learned so much during my four years working here.

Please let me know if I can offer any help during this transitional time – I am available over email, and would also be happy to come into the office for a day to pass off any contacts, emails, or information that you need.

Sincerely,

Firstname Lastname