Your Name
Your Address
Your City, State Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State Zip Code

Dear Mr./Ms. Last Name:

I am writing to formally notify you of my resignation from my position at XYZ.

As you are aware, my wife has been at home with our daughter and her maternity leave is coming to an end next month. In order to alleviate the transition, I have decided to stay at home with our child while my wife returns to work.

Despite the many wonderful years I have spent with XYZ, I am excited to embark on a new challenge: being a stay-at-home dad. I will miss my job and the amazing people I have had the pleasure of working with throughout the years.

Thank you so much for all of the opportunities and experiences you have provided me during my time with the company.

I appreciate your support and understanding, and I wish everyone a successful future. Please let me know if there is anything I can do to alleviate the transition.

I hope we can stay in touch and enjoy a mutually beneficial professional relationship in the future.

Yours truly,

Your Signature (hard copy letter)

Your Typed Name