



SPECIMEN RESIGNATION LETTER - LEAVING TO HAVE A BABY (AND NOT COMING BACK)

Dear *(the recipient's name is entered here)*

As required by my contract of employment, I hereby give you *(your notice period entered here)* weeks' notice of my intention to leave my position as *(your job title entered here)*.

I am now only *(time remaining until you reach term)* weeks way from the birth of my new baby and although I understand that I could return to work after my maternity leave, I have decided against this.

This was not an easy decision and took a lot of consideration. However, please be assured that I will do all I can to assist in the smooth transfer of my responsibilities before leaving.

I wish you and *(the name of your current employer entered here)* every good fortune and I would like to thank you for having me as part of your team.

Yours sincerely