Insert Your Name Here
Insert Your Address Here
City, State Zip

Insert Date

Supervisor's Name
Company Name
Street Address
City, State Zip

Insert Greeting [Mr./Ms./Miss/Mrs./Dr., etc] Last Name:

The purpose of this letter is to notify you of my intent to resign my position as [insert title] with [insert company name]. As is requested per company policy, I am providing you with [insert number] weeks of advance notice. My last day will be [insert date].

My reason for leaving has nothing to do with my satisfaction as an employee of [insert company name]. I have greatly enjoyed working with the company and hope to remain eligible for re-employment in the future. As you know, I recently took leave from work for the birth of my child and have since decided that balancing [insert full-time or part-time] employment with parenthood is not the best option for me at this time.

If there is anything I can do to assist in the process of hiring or training my replacement, please let me know. I will ensure that all of my work is handled effectively between now and my last day of employment and will be sure to provide you with complete status updates on all projects before my departure. I wish you and [insert company name] continued success.

Regards,

[Insert Your Full Name]