

Date

Name of supervisor, job title

Company name

Company address

City, State, Zip Code

Dear Name of supervisor:

As you know, I plan to take family leave to care for my new child on **day and date**. However, after examining my personal and career situation, I have decided to make my leave permanent.

Please accept this letter as my formal resignation from **name of company**, effective on the date that my leave is scheduled to begin.

I appreciate the consideration you and everyone at **name of company** have given me during this new phase of my life. However, I believe it would be in everyone's best interest for me to focus on my family. **If you feel comfortable elaborating on your decision, do so here.**

This was not an easy decision. I enjoy my job as **your title**, and am proud to be a member of the **name of company** team. I hope that we one day might work together again.

As I wrap up my duties here at **name of company**, I will work to ensure a smooth transition of any projects that I am unable to complete.

Again, thank you for your consideration of my difficult decision. I look forward to what the future will bring for the both of us.

Sincerely,

Your Signature

Your Typed Name

Your Address

City, State, Zip Code