

October 9, 2022

Dear Ms. Marishka,

Please accept this letter as formal notification that I am resigning from my position as HR Admin, effective October 3, 2022. As you know, I had my first baby in June and I have decided that I will not be returning to work after my maternity leave. I am sorry to leave such an excellent employer, but I have decided to stay at home with my baby for the first few years of her life.

Thank you so much for the opportunity to work in this position. I've greatly enjoyed and appreciated the opportunities I've had.

Please let me know if I can be of any assistance. I am available over (phone, email, messenger). I wish you and the company the very best going forward.

Sincerely,

Mildred Lacuña