

[Mention the name of the company]

[Mention the address of the company]

[Mention your name]

[Mention your designation]

[Mention the name of the employee]

[Mention the address of the employee]

[Mention the date]

[Mention the subject]

Respected sir,

It is with regret that I, [Mention your name] an employee of [Mention the name of the company] present my resignation letter and [Mention the date] will be my last working day at [Mention the name of the company]. I will no longer be able to impart my services as a [Mention your designation] due to my pregnancy. After many thoughts, I have finally arrived at this decision.

I have determined that this will be in the best interest of mine to focus on my health and family at this point of time. As, traveling [mention distance] for [mention days] a week to the office is taking a toll on me. As a would-be mother, it is my sole responsibility to take this into account and thus comes this notification. In the next [mention the time period], I will inform the other residents in my building about my decision of departure.

It would be highly obliging of me to be able to help with a makeshift training center of Certified Helper's Assistance (CHA) at my home, as I have come to know that a CHA has already started off their training in my building. I would be able to contribute my bit, working from the home with this regards. This will certainly also give a boost to other fellow carrying women who would love to continue working if got an opportunity with convenience.

Therefore, please consider this as my final correspondence as my [mention the time period] prior notice. I hope this decision of mine won't cause any distress or inconvenience to my supervisors or co-workers.

While it upsets me leave the amazing staff at [mention the company name], please feel free to ask for any other details related to the cause.

Regards