

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally submit my resignation from my position at [Company Name], effective [Last Working Day, e.g., two weeks from today]. This decision comes after careful consideration and on the advice of my doctor, who has recommended that I take extended rest due to my pregnancy, in order to prioritize my health and the well-being of my child during this critical period.

While I had hoped to continue contributing to the team, following professional medical advice is paramount for ensuring a safe and healthy pregnancy. I sincerely thank you and the entire team for the opportunities, support, and encouragement I have received during my tenure. I am grateful for the experiences and relationships I have built here.

I am committed to ensuring a smooth transition and am willing to assist in any way possible during my notice period to ease the handover process. Please let me know how I can help to minimize any inconvenience.

Thank you once again for your understanding, support, and the wonderful experiences at [Company Name]. I hope to stay in touch and wish the company continued success in the future.

Sincerely,  
[Your Name]