

Resignation Letter Format for Pregnancy Complications

If pregnancy complications require you to step down from your position, use the following respectful and professional resignation letter template to communicate your decision clearly:

Resignation Letter Template

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]
Dear [Manager's Name],
I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This has been a difficult decision for me. Due to unforeseen pregnancy complications, my healthcare provider has advised that I prioritize my health and well-being at this time. As such, it is with sincere regret that I am making this decision. I want to express my heartfelt gratitude for the support, guidance, and opportunities for growth that I have received during my tenure here. Working with this incredible team has been a privilege. I am committed to ensuring a smooth transition, and I am happy to assist in any way I can to help train my replacement or hand over my responsibilities. Thank you again for your understanding and support during this challenging time. I hope to keep in touch and wish the company continued success in the future.
Sincerely,
[Your Name]

Note: Adjust the content as needed to fit your specific circumstances. Always consider consulting with HR or your direct supervisor about your situation beforehand, if possible.