Your Name

Street Address   
City, ST ZIP Code

Date

Recipient Name  
Title  
Company Name  
Street Address  
City, ST ZIP Code

Dear Recipient Name:

Please accept this as my official 2 weeks notification of resignation from ABC Company with effect from 23rd of December, 20XX due to my pregnancy. Leaving this prestigious organization has been a difficult decision. However, I wish to focus on the health of my baby and myself during the gestation period. This is my priority now.

I am grateful for the opportunities and experience I have gained during my three years working for the company. Although I am focusing on my family life, for the time being, I look forward to future work opportunities in the organization.

I will be glad to train my replacement if the company is able to find one before my last day in the office. I will also be available through phone or video conferencing for any future assistance.

Once again, thank you for the great working experience.

Sincerely,

Your Name