

## Resignation Letter due to Pregnancy

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John Lee Director, Human Resources  
Johnson's Dental  
123 Business Rd.  
Business City, NY 54321

Dear Mr. Lee,

I am writing to inform you that I will be leaving my position here at Johnson's Dental on account of my pregnancy.

Although this is going to be a new and exciting chapter in my life, I am very sad to leave my beloved job here.

According to my contract, I leave you with my two weeks notice, and my last day here will be June 15th, 20XX. I will complete the last of my duties by that day and am happy to help in the recruitment and training process for my replacement. As of now, my plan is to take a few years off to care for my baby, but I look forward to discussing returning to Johnson's Dental down the line.

Thank you for your continued support both in my time here and in this new development of my life. I will keep you updated throughout my pregnancy and hope to see you at the baby shower!

Best,

*Your Signature* (hard copy letter)

Patricia Lau