
Resignation Letter with Reason For Pregnancy

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April 7, 2024

Diane Roberts

Bright Future Tech

890 Innovation Drive

Austin, TX, 78702

Dear Diane Roberts,

I am writing to formally announce my resignation from my position as Project Manager at Bright Future Tech, effective two weeks from today, April 21, 2024. After careful consideration and consultation with my healthcare provider, I have decided to step back from my professional duties to focus on my health and well-being during my pregnancy and to prepare for the arrival of my child.

My journey with Bright Future Tech has been incredibly fulfilling, both professionally and personally. I am sincerely grateful for the support, opportunities for growth, and the inspiring team spirit that I have experienced here. I have learned a great deal and have cherished the opportunity to contribute to our shared goals and successes.

I understand the impact my resignation may have on ongoing projects and the team. Therefore, I am fully committed to facilitating a smooth transition. I will ensure that all

my current responsibilities are up to date and will assist in the onboarding process of my replacement to maintain project continuity.

Please let me know if there are any specific tasks you would like me to focus on during my remaining time. I hope to maintain the wonderful relationships I've built here and look forward to possibly collaborating again in the future, once I am ready to return to the workforce.

Thank you again for the opportunity to be a part of Bright Future Tech. I wish you and the team continued success, and I hope to keep in touch.

Sincerely,

Emily Johnson