**Reliving letter** 01-Sep-2020

**Manjula R**

Senior Quality Assurance **@ Integra Software Services Pvt. Ltd**

To, (Mr/Ms.**Manager\_name)**,

(mention department name) **@ Integra Software Services Pvt. Ltd**

SH 49, Pakkamudayanpet, Annamalai Nagar,

Puducherry, 605008

**Respected Sir,**

**Subject:** Applying for resigning letter

I am writing this letter to inform you that I will be resigning from my positing as Senior Quality Control at Integra Software Services Pvt. Ltd from (enter join date). As you know I am pregnant for 4 months. After much thought I have determined that is best time me to focus on my child and my family at this time. Therefore please let this correspondence serve as my official (no. of weeks go to reliving) notice. I hope that my decision does not cause inconvenience for you my supervisors or co-workers.

I am obnoxious to leave the great staff and wonderful team members. And I wish everyone here well in future endeavours and thank you for your time. And if possible I could re-join my position afterwards.

Sincerely,

Manjula R