

# Maternity Leave Notice

**Date:** [Insert Date]

**To:** [Manager's Name]  
[Company's Name]  
[Company's Address]

Dear [Manager's Name],

I am writing to formally announce my maternity leave, as I am expecting my child to arrive on or around [Insert Due Date]. I intend to commence my leave on [Insert Start Date] and plan to return to work on [Insert Return Date].

During my absence, I have made arrangements for [Colleague's Name] to oversee my responsibilities and ensure a smooth transition. I will ensure that all my current projects are up to date before my leave begins.

Please let me know if you require any further information or if there are forms I need to fill out before my leave. Thank you for your understanding and support during this exciting time in my life.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Employee ID (if applicable)]  
[Your Contact Information]