

Maternity Leave Notification

Date: [Insert Date]

To: [Supervisor's Name]

[Company Name]

[Company Address]

Dear [Supervisor's Name],

I am writing to formally notify you of my maternity leave due to medical reasons. According to my doctor's recommendation, I will need to start my leave on [Start Date] and plan to return to work on [Return Date].

During my absence, I will ensure all my responsibilities are transitioned smoothly. I am happy to assist in training my replacement or handing off my tasks to my colleagues before my leave begins.

Thank you for your understanding and support during this time. Please let me know if you require any further information or documentation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]