

# Maternity Leave Notification

[Your Name]

[Your Job Title]

[Your Business Name]

[Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Recipient's Business Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my maternity leave, which will begin on [Start Date] and is expected to last until [End Date]. During this period, I will be unavailable to manage my responsibilities. I plan to return to work on [Return Date].

I will ensure that all my tasks are up to date before my leave commences and will provide a handover document to ensure a smooth transition. [Optional: Mention any arrangements made for coverage during your absence.]

Thank you for your understanding and support during this time.

Sincerely,

[Your Name]

[Your Job Title]