

Maternity Leave Notice

Date: [Insert Date]

To: [Supervisor's Name]

[Healthcare Provider's Name]

[Healthcare Provider's Address]

Dear [Supervisor's Name],

I am writing to formally notify you of my upcoming maternity leave. I am expecting my baby to arrive on or around [Due Date]. As per our company policy, I would like to request my maternity leave starting from [Start Date] and plan to return on [Return Date].

During my absence, I will ensure a smooth transition of my responsibilities and will be available for any questions or handover discussions before my leave begins. I am committed to providing excellent care to our patients and will do everything possible to minimize any disruptions.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]