

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Maternity Leave Notification and Project Handover

Dear [Manager's Name],

I am writing to formally notify you of my intention to take maternity leave starting on [start date]. As per company policy, I plan to take [number of weeks/months] off and will return to work on [return date].

In preparation for my absence, I have outlined the current status of my ongoing projects and tasks:

- **Project Name 1:** [Brief status and next steps]
- **Project Name 2:** [Brief status and next steps]
- **Project Name 3:** [Brief status and next steps]

I recommend that [Colleague's Name] takes over my responsibilities during my leave. I will ensure they are well-prepared by providing a comprehensive handover document and conducting a meeting to discuss ongoing duties and deadlines.

Thank you for your understanding and support during this time. Please let me know if you need any further information or if there are forms that I need to complete.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]