

Dear [Employer's Name],

I am writing to formally notify you of my upcoming maternity leave. I am expecting my child to arrive around [Due Date], and I plan to begin my leave on [Start Date]. I anticipate being away from work until [Return Date].

During my absence, I will ensure that all my responsibilities are handed over to [Colleague's Name] and that any necessary training is completed before I leave. I will do my best to make this transition as smooth as possible.

Please let me know if there is any paperwork or further information you need from me regarding this process.

Thank you for your understanding and support during this exciting time.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]