

Subject: Maternity Leave Schedule

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally inform you about my upcoming maternity leave. As per our discussion, I plan to start my leave on [Start Date] and expect to return on [End Date].

During my absence, I will ensure that all my responsibilities are handed over smoothly and that the team is equipped to manage ongoing projects. I will prepare detailed instructions and transition materials to facilitate this process.

Please let me know if there's anything specific you would like me to address before my leave begins.

Thank you for your understanding and support.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]