

Maternity Leave Announcement

Dear [Manager's Name],

I am writing to formally announce my maternity leave, which I will begin on [start date] and plan to return on [return date]. During my absence, I will ensure that all my responsibilities are handed over to [colleague's name] and that my projects are up to date.

Please let me know if there are any forms or additional procedures I need to complete before my leave begins. I appreciate your support during this time.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]