

# Maternity Leave Plan Submission

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Maternity Leave Plan Submission

Dear [Supervisor's Name],

I am writing to formally submit my maternity leave plan as I prepare for my upcoming leave scheduled to start on [Start Date] and end on [End Date].

During my absence, I plan to ensure a smooth transition of my responsibilities. I have outlined the following actions:

- Delegate key tasks to [Colleague's Name] during my leave.
- Prepare detailed instructions and documentation for ongoing projects.
- Set up an out-of-office email notification to direct urgent inquiries to [Colleague's Name].

I will make every effort to complete my current projects before my leave begins and will be available for any necessary handover discussions before my departure.

Thank you for your understanding and support during this time. Please let me know if you need any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]