

# Prenatal Leave Notification

Date: [Insert Date]

To: [Supervisor/Manager's Name]

[Company's Name]

[Company's Address]

Dear [Supervisor/Manager's Name],

I am writing to formally notify you of my upcoming prenatal leave, as per the company's policy on maternity leave. My expected due date is [Insert Due Date], and I plan to commence my leave on [Insert Start Date]. I anticipate returning to work on [Insert Return Date].

During my absence, I will ensure that all my responsibilities are delegated appropriately, and I am happy to assist in training a temporary replacement if needed. Please let me know if there are any forms or additional information required from my side.

Thank you for your understanding and support during this time. I look forward to your confirmation of my leave.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]