

# Prenatal Leave Notification

Date: [Insert Date]

To: [Principal's Name]

[School's Name]

[School's Address]

Dear [Principal's Name],

I am writing to formally notify you of my upcoming prenatal leave. As per my doctor's recommendation, I will be starting my leave on [Start Date] and anticipate returning to work on [Return Date].

During my absence, I will ensure that all necessary preparations are made to facilitate a smooth transition for my students. I will provide lesson plans and any required materials to the substitute teacher.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]