

Maternity Leave Declaration

Date: [Insert Date]

To,

[Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally declare my maternity leave from [Start Date] to [End Date]. As per the company policy, I am entitled to [Specify Duration of Leave] for my maternity leave.

I would like to ensure a smooth transition during my absence. I will complete my current projects and hand over my responsibilities to [Colleague's Name] before my leave commences.

Thank you for your understanding and support during this important time in my life. Please let me know if you require any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]