

# Maternity Leave Early Notification

Date: [Insert Date]

Dear [Manager's Name],

I am writing to formally notify you of my upcoming maternity leave. As per my due date, I plan to commence my leave on [Start Date] and expect to return to work on [Return Date].

I want to ensure a smooth transition of my responsibilities during my absence and am happy to assist in training a replacement or handing over projects. Please let me know how I can help facilitate this process.

Thank you for your support and understanding during this time. I look forward to your acknowledgment of this notice.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]