

Maternity Leave Notice

Date: [Insert Date]

To,

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally notify you of my maternity leave. According to my doctor's recommendation, my expected due date is [Insert Due Date], and I plan to begin my leave on [Insert Start Date]. I intend to return to work on [Insert Return Date].

This will ensure that I have adequate time to prepare for the arrival of my child and recover afterward. During my absence, I have ensured that my responsibilities will be managed and will provide any necessary training to my colleagues.

Thank you for your understanding and support during this important time in my life. Please let me know if you need any further information or if there's a formal procedure I should follow.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]