

# Maternity Leave Intent Letter

**Your Name**

Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

**Manager's Name**

Company Name  
Company Address  
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally inform you of my intent to take maternity leave due to the expected arrival of my baby. My due date is [insert due date], and I plan to start my leave on [insert start date]. I anticipate returning to work on [insert return date].

During my absence, I will ensure a smooth transition and will work on delegating my responsibilities to [insert colleague's name or position]. Please let me know if you would like to discuss this further or if there are any forms I need to complete.

Thank you for your understanding and support during this time.

Sincerely,  
[Your Name]