

Maternity Leave Notification

Date: [Insert Date]

To,

[Manager's Name]

[Company Name]

[Company Address]

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]. Therefore, I plan to commence my maternity leave on [Insert Start Date] and anticipate returning to work on [Insert Return Date].

During my absence, I assure you that I will ensure a smooth transition of my responsibilities and will provide all necessary documentation and information for my colleagues to fill in.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]