

Maternity Leave Notification

Date: [Insert Date]

To,

[Supervisor/Manager's Name]

[Company Name]

[Company Address]

Dear [Supervisor/Manager's Name],

I am writing to formally notify you of my upcoming maternity leave. My expected leave start date will be [Insert Start Date]. As per the company's maternity leave policy, I plan to be away for [Insert Duration, e.g., 12 weeks] and anticipate returning on [Insert Return Date].

Please let me know if there is any paperwork or additional information you need from my side to process this request. I am committed to ensuring a smooth transition and will do everything I can to hand over my projects before my leave.

Thank you for your understanding and support during this time.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]