

Maternity Leave Acknowledgment

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to acknowledge your acceptance of the job offer for the position of [Job Title] at [Company Name]. We are excited to welcome you to our team.

As discussed, we understand that you will be taking maternity leave starting on [Start Date] and plan to return on [Return Date]. We assure you that your position and responsibilities will be held during your absence, and we will work together to ensure a smooth transition for both you and the team.

If you have any questions or require further assistance prior to your leave, please do not hesitate to reach out.

We look forward to your contributions and are happy to support you during this important time.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]