

# **Subject: Maternity Leave Arrangement**

Date: [Insert Date]

Dear [Employer's Name],

I am writing to formally inform you of my upcoming maternity leave, which is scheduled to begin on [start date] and will tentatively end on [end date]. I want to ensure a smooth transition during my absence and would like to discuss arrangements to hand over my responsibilities.

During my time off, I propose the following plan to ensure that my duties are covered:

- List of tasks to be delegated
- Proposed point of contact for urgent matters
- Any ongoing projects and their status

I am happy to assist in training a temporary replacement or outlining detailed procedures to facilitate the transition. Please let me know a convenient time for us to discuss this further.

Thank you for your understanding and support during this time.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]