

Maternity Leave Notification

Date: [Insert Date]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally notify you of my upcoming maternity leave, as outlined in the discussions we had during the job acceptance process.

As per my expected due date, I plan to begin my maternity leave on [Insert Start Date] and anticipate returning to work on [Insert Return Date]. I will ensure that all my responsibilities are handed over smoothly and will provide any necessary documentation before my leave begins.

I appreciate the understanding and support from the team during this time, and I am looking forward to continuing my contributions to [Company Name] upon my return.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]