

# Maternity Leave Declaration

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

Thank you for offering me the position of [Job Title] at [Company's Name]. I am excited about the opportunity to contribute to your team. However, I would like to formally inform you that I am currently expecting a child and will need to take maternity leave starting from [Start Date] to [End Date].

I appreciate your understanding regarding this matter and am happy to discuss how I can ensure a smooth transition during my absence. Thank you for your support.

Looking forward to your response.

Sincerely,  
[Your Name]