

Subject: Maternity Leave Intention

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally inform you of my intention to take maternity leave in anticipation of the arrival of my baby. As per our discussions and company policy, I would like to outline my intended leave schedule.

My expected due date is [Due Date], and I plan to begin my maternity leave on [Start Date]. I intend to return to work on [Return Date], subject to my recovery and health.

During my absence, I am committed to ensuring a smooth transition of my responsibilities. I am happy to assist in training a temporary replacement and will ensure all my duties are up to date before my leave begins.

Thank you for your understanding and support during this significant time in my life. Please let me know if there are any forms or documentation you require from me at this stage.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]