

# Maternity Leave Notification

Date: [Insert Date]

To,  
[Manager's Name]  
[Company's Name]  
[Company's Address]

Dear [Manager's Name],

I am writing to formally notify you of my upcoming maternity leave. My expected due date is [Insert Due Date], and I plan to commence my leave on [Insert Start Date]. I intend to return to work on [Insert Return Date].

I appreciate your understanding and support during this time. Please let me know if there are any formalities I need to complete before my departure.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Contact Information]