

Professional maternity leave request

Subject: Maternity Leave Application

Dear Principal [Name],

I am pleased to inform you that I am expecting a child and would like to formally request maternity leave from my position as [subject/grade] teacher at [School Name].

My expected due date is [date], and I would like to begin my maternity leave on [start date] and plan to return on [return date], subject to medical clearance. This follows our district's maternity leave policy of [duration] weeks.

I have been working closely with [colleague name] to ensure smooth transition of my classroom responsibilities. All curriculum planning, student records, and classroom materials will be thoroughly organized before my departure.

I will provide regular updates regarding my return date and am happy to assist in finding and briefing a qualified substitute teacher. Please let me know if you need any additional documentation or have questions about the transition plan.

I look forward to returning to my teaching role and contributing to our school community.

Best regards,

[Your Name]

[Date]

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