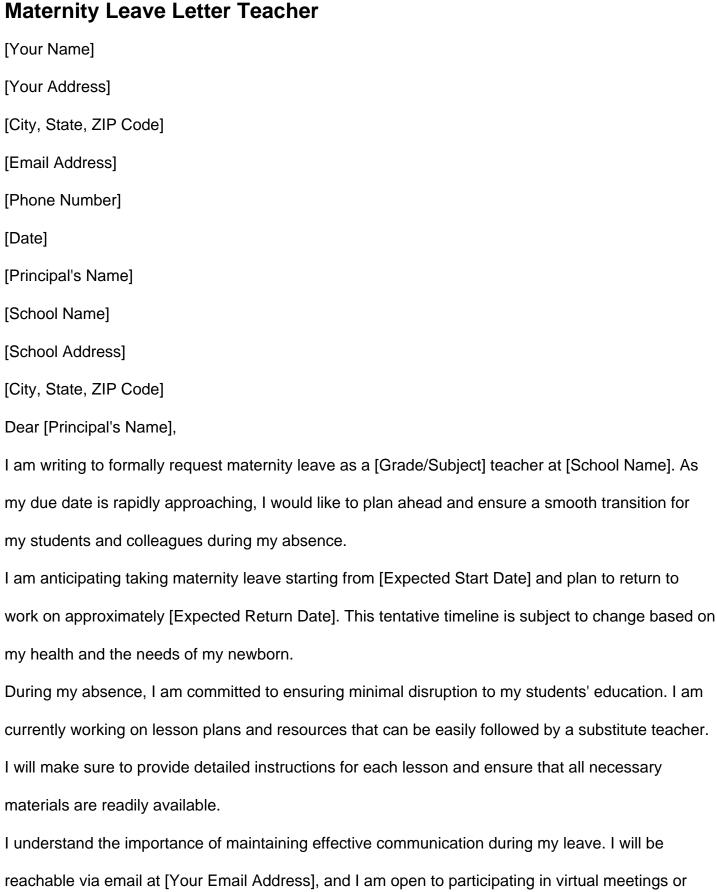
phone calls if needed.



Furthermore, I am willing to assist in the process of selecting a substitute teacher and providing any

necessary guidance to ensure a seamless transition. I believe that maintaining a strong connection between the substitute teacher, students, and parents will be crucial during my absence.

I kindly request your guidance in completing the necessary paperwork and steps to formalize my maternity leave. Please let me know if there are any specific forms or procedures I need to follow. Thank you for your understanding and support during this important time in my life. I am committed

to returning to my role as a [Grade/Subject] teacher with renewed energy and enthusiasm.

Sincerely,

[Your Name]

[Your Teacher ID, if applicable]