

Maternity Leave Letter Teacher

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Principal's Name]

[School Name]

[School Address]

[City, State, ZIP Code]

Dear [Principal's Name],

I am writing to formally request maternity leave as a [Grade/Subject] teacher at [School Name]. As my due date is rapidly approaching, I would like to plan ahead and ensure a smooth transition for my students and colleagues during my absence.

I am anticipating taking maternity leave starting from [Expected Start Date] and plan to return to work on approximately [Expected Return Date]. This tentative timeline is subject to change based on my health and the needs of my newborn.

During my absence, I am committed to ensuring minimal disruption to my students' education. I am currently working on lesson plans and resources that can be easily followed by a substitute teacher.

I will make sure to provide detailed instructions for each lesson and ensure that all necessary materials are readily available.

I understand the importance of maintaining effective communication during my leave. I will be reachable via email at [Your Email Address], and I am open to participating in virtual meetings or 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]