

Formal Maternity Leave Letter for Teacher

Subject: Request for Maternity Leave

Dear Principal [Name],

I am writing to formally request maternity leave from my teaching duties at [School Name]. Based on my expected due date of [Due Date], I would like to begin my leave on [Start Date] and plan to return on [Return Date].

To ensure continuity for my students, I will prepare lesson plans and necessary teaching materials for the substitute teacher covering my classes. I am also available to discuss arrangements that will best support the smooth continuation of instruction.

Thank you very much for your understanding and support during this important time in my life.

Sincerely,

[Your Name]

[Subject/Grade Taught]

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