

Casual Maternity Leave Request Email for Teacher

Subject: Starting My Maternity Leave

Hi [Principal's Name],

I just wanted to let you know that I'll be starting my maternity leave on [Start Date]. I expect to return around [Return Date]. I'll make sure to leave detailed plans for the substitute so the class can continue smoothly in my absence.

Thanks a lot for your support! I'm really grateful for the school's flexibility during this time.

Best regards,

[Your Name]

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