

# Provisional Maternity Leave Letter for Teacher

Subject: Tentative Maternity Leave Dates

Dear [Principal's Name],

I would like to request maternity leave beginning on or around [Provisional Start Date], depending on my medical situation and doctor's advice. Tentatively, I plan to return to teaching on [Provisional Return Date].

Since dates may shift, I will keep you informed and provide updated information as soon as possible. I am preparing lesson plans and support materials to assist with class continuity.

Thank you for your understanding and support.

Sincerely,

[Your Name]

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