

Heartfelt Maternity Leave Letter for Teacher

Subject: Request for Maternity Leave

Dear [Principal's Name],

As I prepare for the arrival of my child, I respectfully request maternity leave starting from [Start Date] through [Return Date]. Teaching at [School Name] has been one of the greatest joys of my life, and I am deeply thankful for the support I have always received from the administration and colleagues.

I will do my best to ensure a smooth transition for my students by leaving lesson plans and preparing substitute materials. This time with my family is very meaningful, and I appreciate your understanding.

Warm regards,

[Your Name]

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