

Preliminary Maternity Leave Notice Letter for Teacher

Subject: Early Notice of Maternity Leave

Dear [Principal's Name],

I would like to provide you with early notice that I am expecting my child around [Expected Due Date]. Although the exact leave dates are not finalized, I anticipate starting my maternity leave around [Approximate Start Date].

I will provide more specific dates once confirmed by my doctor and will prepare lesson materials for my classes in advance. Please let me know if there are any preliminary forms I should complete.

Sincerely,

[Your Name]

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