

# Maternity Leave Letter To Parents

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Parents' Names]

[Parents' Address]

[City, State, ZIP Code]

Dear [Parents' Names],

I hope this letter finds you in good health and high spirits. I wanted to take a moment to share some exciting news with you. My husband and I are expecting a new addition to our family, and I am thrilled to inform you that I will be taking maternity leave starting from [start date] to [end date].

During this time, I will be fully dedicated to welcoming our baby into the world and providing the care and attention that both our growing family and I will need.

While I am away, I want to assure you that I have made arrangements to ensure a smooth transition for your child's care and education. [Provide details about who will be taking over your responsibilities, whether it's a substitute teacher or a colleague.] They are well-prepared and committed to maintaining the high standard of education and care that you have come to expect from our school.

I understand the importance of consistent communication and support, especially during this time, and I want you to know that I will be checking my email periodically [mention frequency, if applicable] to address any urgent matters that may arise. However, for routine inquiries and updates, please reach out to [alternative contact person's name and email/phone number].

I genuinely value the relationship we have built with you and your child, and I am grateful for your

understanding and support as I embark on this new chapter in my life. I look forward to returning to [school name] with renewed energy and enthusiasm after my maternity leave.

Thank you once again for your trust in me as an educator, and I am excited to continue our journey together when I return. In the meantime, please do not hesitate to contact [alternative contact person] for any assistance you may need.

Warmest regards,

[Your Name]

[Your Title]

[School Name]

[Email Address]

[Phone Number]