

# Maternity Leave Notice Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to formally notify you of my intent to take maternity leave in accordance with company policies and legal requirements. My due date is [Due Date], and I plan to commence my maternity leave on [Start Date]. I anticipate that my leave will last for approximately [Number of Weeks] weeks, with an expected return date of [Return Date].

I understand the importance of proper planning to ensure a smooth transition during my absence. I am committed to ensuring a seamless handover of my responsibilities to minimize any disruption to the team and company operations. In preparation for my leave, I am more than willing to work closely with my colleagues to document processes, update project statuses, and delegate tasks as necessary.

I have also attached a medical certificate from my healthcare provider confirming my pregnancy and expected due date. Please let me know if there are any additional forms or documentation required to facilitate the maternity leave process.

During my absence, I will be reachable via email at [Your Email Address], and I am open to any necessary communication regarding important matters that may arise during this period.

I have full confidence in the team's ability to manage tasks efficiently during my maternity leave, and I am committed to ensuring a smooth transition before and after my absence.

Thank you for your understanding and support as I embark on this significant life event. I look forward to returning to work after my maternity leave and contributing to the continued success of the team.

Sincerely,

[Your Name]

[Employee ID, if applicable]

Enclosure: Medical Certificate