

Preliminary Maternity Leave Notice Email

Subject: Early Notice of Maternity Leave

Dear [Manager's Name],

I wanted to provide you with an early notice that I am expecting my child around [Expected Due Date]. While I do not yet know the exact dates, I anticipate starting maternity leave around [Month/Date].

I will share more specific dates once confirmed by my doctor and will also prepare a handover plan in the meantime. Please let me know if any paperwork needs to be started early.

Thank you for your support.

Warm regards,

[Your Name]

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