

Notification Of Maternity Leave 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 intention to take maternity leave in accordance with the company's maternity leave policy. My due date is [Expected Due Date], and I plan to commence my maternity leave on [Start Date]. I anticipate that my leave will last approximately [Number of Weeks] weeks, with a planned return to work on or around [Expected Return Date].

I have attached the necessary medical documentation confirming my pregnancy and expected due date. I kindly request that you review and process my maternity leave request at your earliest convenience.

During my maternity leave, I understand that I am entitled to [mention any applicable benefits or arrangements as per your company's policy, such as paid leave, use of accrued vacation days, etc.].

I am committed to ensuring a smooth transition during my absence and will work closely with my colleagues to delegate responsibilities and provide any necessary information to ensure the continuity of my projects.

Please feel free to reach out to me via email or phone if you require any additional information or if there are any specific procedures I need to follow during my maternity leave. I am fully committed to

fulfilling my responsibilities and duties up until my departure and will ensure a seamless handover of tasks.

Thank you for your understanding and support during this important time in my life. I look forward to returning to work after my maternity leave and resuming my contributions to the team.

Sincerely,

[Your Name]

[Enclosures: Medical Documentation, Any Other Required Attachments]