

Serious maternity leave notification

Subject: Notification of Maternity Leave

Dear [Manager's Name],

As per company policy and medical requirements, I am formally notifying you of my maternity leave.

My leave will commence on [start date] and conclude on [end date], after which I intend to resume my duties.

I will provide all necessary documentation from my doctor and HR department to ensure compliance with legal and organizational procedures.

Please acknowledge receipt of this notification.

Sincerely,

[Your Full Name]

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