

Formal notification letter for maternity leave

Subject: Notification of Maternity Leave

Dear [Manager's Name],

I am writing to formally inform you of my intention to take maternity leave starting from [start date].

Based on my due date and in accordance with company policy, I plan to be away until [end date].

This will allow me the necessary time to recover and care for my child.

During this period, I am committed to ensuring a smooth transition. I will hand over my responsibilities to [colleague's name] and provide any necessary documentation or training before my leave begins. Please let me know if there are any additional procedures I should follow to complete this process.

I would like to thank you and the team for your understanding and support. Kindly confirm the receipt of this letter and the official approval of my maternity leave request.

Sincerely,

[Your Full Name]

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