

Casual maternity leave notification email

Subject: Taking Maternity Leave Soon

Hi [Manager's Name],

I wanted to let you know that my maternity leave will begin on [start date]. I plan to return on [end date], but I'll keep you updated if anything changes. I'll make sure all my tasks are in order and hand over important projects before I go.

Thanks a lot for your support during this exciting time. I really appreciate it.

Best,

[Your First Name]

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