

Preliminary maternity leave letter before confirmation

Subject: Preliminary Notification of Maternity Leave

Dear [Supervisor's Name],

This is to notify you in advance about my upcoming maternity leave. Although my exact due date is [date], I would like to tentatively plan my leave starting from [expected start date]. I will confirm the specific dates as my doctor advises closer to the time.

I am beginning to prepare for the transition and will ensure that my current responsibilities are managed effectively during my absence.

Thank you for your understanding.

Sincerely,

[Your Full Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/notification-of-maternity-leave-letter>