

Provisional maternity leave request

Subject: Provisional Maternity Leave Plan

Dear [Manager's Name],

I am providing provisional details of my maternity leave, which I anticipate will begin on [date]. I will confirm the final dates once I receive confirmation from my healthcare provider. Tentatively, I expect to return on [end date].

I am working on a transition plan to ensure smooth operations in my absence. Please let me know if further documentation is needed.

Thank you for your support.

Best regards,

[Your Full Name]

Get more templates here:

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