

Pregnancy Leave Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request a pregnancy leave of absence from my position as [Your Position] at [Company Name]. I am currently expecting a child, and my due date is [Due Date]. I have consulted with my healthcare provider and have been advised to take a leave of absence in order to ensure a healthy pregnancy and proper postpartum recovery.

I understand the importance of maintaining the workflow and responsibilities of my role during my absence, and I am committed to ensuring a smooth transition. I am willing to provide assistance in training a temporary replacement or delegate my tasks to a colleague, if necessary. I believe that this will help minimize any disruption to the team and ensure that projects continue to progress seamlessly.

I am planning to commence my pregnancy leave on [Start Date] and anticipate returning to work on [Expected Return Date]. However, I understand that circumstances may change, and I will keep you informed of any adjustments to my return date.

Please find attached the necessary medical documentation supporting my pregnancy and the need

for a leave of absence. If there are any additional forms or procedures that I need to complete, kindly let me know at your earliest convenience.

I am grateful for your understanding and support during this important time in my life. I am dedicated to maintaining open lines of communication and providing any assistance needed to ensure a successful transition during my absence.

Thank you for your attention to this matter. I look forward to your positive response and to resuming my responsibilities at [Company Name] after my pregnancy leave.

Sincerely,

[Your Name]

[Signature if submitting a physical letter]