

Formal Pregnancy Leave Notification Letter

Subject: Notification of Pregnancy and Maternity Leave

Dear [Manager's Name],

I am writing to formally notify you of my pregnancy and to request maternity leave in accordance with company policy. My expected due date is [Due Date], and I would like to commence my leave on [Start Date] with a return planned for [End Date].

Please advise on any documentation or procedures required to process this leave request. I am committed to ensuring a smooth transition of my duties and will provide a handover plan prior to my leave.

Thank you for your understanding and support during this period.

Sincerely,

[Your Name]

[Department]

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