

Casual Maternity Leave Email

Subject: Maternity Leave Notification

Hi [Manager's Name],

I wanted to let you know that I am expecting a baby and would like to plan my maternity leave. My due date is [Due Date], and I'm hoping to start leave around [Start Date] and return on [End Date].

I'll make sure to wrap up my current projects and prepare handover notes to make the transition smooth. Let me know if you need any documents from me.

Thanks,

[Your Name]

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