

Heartfelt Pregnancy Leave Letter

Subject: Request for Maternity Leave

Dear [Manager's Name],

I am thrilled to share the news of my pregnancy and to formally request maternity leave. My expected due date is [Due Date], and I propose to begin leave from [Start Date] with a planned return on [End Date].

I sincerely appreciate your support and understanding, and I will ensure all my responsibilities are handed over properly before my leave. Please let me know if you require any medical certificates or further details.

Warm regards,

[Your Name]

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