

Provisional Maternity Leave Letter

Subject: Preliminary Notification of Maternity Leave

Dear [Manager's Name],

I am writing to provide a preliminary notice regarding my upcoming maternity leave. My due date is [Due Date], and while the exact start date may depend on medical guidance, I am planning to commence leave around [Start Date].

I will provide updated information as the date approaches and will work on a handover plan to ensure continuity of my responsibilities.

Thank you for your understanding.

Best regards,

[Your Name]

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