## **Quick Maternity Leave Message**

Subject: Maternity Leave Notification

Hi [Manager's Name],

l'm expecting a baby and would like to request maternity leave starting [Start Date] until [End

Date]. I'II make sure all work is handed over properly before leaving.

Thanks,

[Your Name]

## **Get more templates here:**

https://www.lettersandtemplates.com/letters/pregnancy-or-maternity-leave-notification-letter-to-employer