

Informal Pregnancy Leave Notification Letter

Subject: Heads Up About Maternity Leave

Hi [Manager's Name],

Just letting you know that I'm expecting a baby and will need maternity leave. My due date is [Due Date], and I plan to start leave around [Start Date], returning on [End Date].

I'll prepare handover notes to make sure everything runs smoothly while I'm away.

Cheers,

[Your Name]

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