

Detailed Maternity Leave Planning Letter

Subject: Pregnancy and Maternity Leave Planning

Dear [Manager's Name],

I am writing to notify you of my pregnancy and discuss my maternity leave plans. My due date is [Due Date], and I propose to start leave on [Start Date], returning on [End Date].

I have outlined a plan to hand over my ongoing projects and responsibilities to colleagues, ensuring minimal disruption to workflow. Attached is a tentative schedule of tasks and points of contact during my absence.

Thank you for your understanding and guidance in facilitating this leave.

Kind regards,

[Your Name]

[Department]

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