

# Teacher Maternity Leave Letter To Parents

[Your Name]

[Your Title/Position]

[School Name]

[School Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

Dear Parents and Guardians,

I hope this letter finds you well. I wanted to personally inform you about an upcoming change in our classroom. As many of you are aware, I am expecting the arrival of a new member of my family in the coming months. In light of this wonderful event, I would like to share my plans for maternity leave and how we will ensure a smooth transition for our students during this period.

My last day in the classroom before maternity leave will be [Last Working Day], and I anticipate being on leave from [Start Date] to approximately [End Date], though these dates are subject to change based on circumstances.

During my absence, [Co-Teacher's Name/Temporary Replacement] will be stepping in to lead the classroom. [Co-Teacher's Name] is an experienced educator who is well-acquainted with our curriculum and the needs of our students. I have complete confidence in [Co-Teacher's Name]'s ability to provide a seamless educational experience for our students in my absence.

To ensure that your child's learning continues without interruption, [Co-Teacher's Name] and I have collaborated on a plan to cover the curriculum and maintain a nurturing and supportive classroom environment. We will be communicating regularly to ensure a smooth transition and to address any questions or concerns you may have.

Additionally, I encourage you to keep an open line of communication with [Co-Teacher's Name]. You

can reach [Co-Teacher's Name] via email at [Co-Teacher's Email Address] or by phone at [Co-Teacher's Phone Number]. We will also be using our class communication platform [Communication Platform Name] to keep you informed about classroom activities and assignments. I want to express my gratitude for your understanding and support during this exciting time in my life. I will miss each and every one of your children and look forward to returning to the classroom with renewed energy and enthusiasm.

Thank you for entrusting your child's education to us, and I am confident that the learning journey will continue smoothly in my absence. If you have any questions or concerns, please don't hesitate to reach out to me or [Co-Teacher's Name].

Warm regards,

[Your Name]

[Your Title/Position]

[Contact Information]