

Professional Teacher Maternity Leave Letter

Subject: Maternity Leave Notification

Dear Parents,

I am writing to inform you that I will be on maternity leave starting [Start Date] and returning on [End Date]. During my absence, [Substitute Teacher Name] will be covering my classes to ensure continuity of learning for all students.

Please feel free to reach out to the school office if you have any questions or concerns. I appreciate your support and understanding during this period.

Sincerely,

[Teacher Name]

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