

Professional and formal maternity leave letter informing parents

Dear Mom and Dad,

I hope this message finds you well. I am writing to inform you that I will be taking maternity leave starting [start date] and expect to return by [end date].

During this time, I will focus on my health and the baby's wellbeing. I appreciate your support and understanding as I go through this special period.

Thank you for being there for me. I will keep you updated regularly.

With love,

[Your Name]

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