

Formal letter notifying maternity leave

Subject: Maternity Leave Notification

Dear [Manager/Supervisor Name],

I am writing to formally notify you of my upcoming maternity leave. My expected delivery date is [Due Date], and I plan to commence my leave from [Start Date] until [End Date] as per company policy.

I will ensure that all my current responsibilities are handed over properly and any pending tasks are addressed before my leave begins. Kindly let me know if any documentation or formalities are required to process this leave.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Department/Position]

Get more templates here: <https://www.lettersandtemplates.com/letters/maternity-leave-notice-letter>