

Maternity leave notice with tentative dates

Subject: Provisional Maternity Leave Notification

Dear [HR/Manager Name],

I am expecting my child around [Due Date] and would like to provisionally inform you of my maternity leave. The tentative start date is [Start Date], and I plan to return by [End Date]. I will provide confirmation once the delivery date is finalized.

Please advise if any preliminary documentation is required at this stage.

Thank you for your understanding.

Sincerely,

[Your Name]

[Department/Position]

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