

Formal pregnancy leave notification

Subject: Maternity Leave Request - [Your Name]

Dear [Manager's Name],

I am writing to formally notify you of my pregnancy and request maternity leave under the Family and Medical Leave Act (FMLA) and company policy. My expected due date is [Date], and I anticipate beginning my leave on [Start Date] and returning to work on [Return Date].

I understand that I am entitled to up to 12 weeks of unpaid leave, and I plan to use [Number] weeks of accrued vacation time and [Number] weeks of short-term disability benefits during this period. I will work with HR to complete all necessary paperwork and ensure proper documentation is submitted.

During my absence, I am committed to ensuring a smooth transition of my responsibilities. I propose that [Colleague's Name] handle [Specific duties] and will work with you to identify coverage for my remaining tasks. I plan to complete all current projects by [Date] and will prepare detailed handover notes.

I am happy to discuss this further and address any questions you may have. Thank you for your understanding and support during this important time.

Sincerely,

[Your Name]

[Your Position]

[Date]

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