

Simple and straightforward leave notification

Subject: Maternity Leave Notification

Dear [Manager's Name],

I am writing to inform you that I am pregnant with a due date of [Date]. I plan to begin my maternity leave on [Start Date] and return to work on [Return Date].

I will coordinate with HR to complete the necessary paperwork and work with my team to ensure proper coverage of my duties during my absence.

Please let me know if you need any additional information or documentation.

Thank you,

[Your Name]

[Date]

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