TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Maternity Leave Letter

Dear **[Employer Name]**,

I am writing to inform you that I am pregnant and intend on taking maternity leave.

My physician has estimated that the baby is expected on **[Date]** and I would like to remain working until **[Date]**. I plan to take **[Number]** weeks off and, barring no medical issues or complications, I anticipate no problem with resuming my current position as **[Position Title]** following my absence.

If you have any questions, I can be contacted via email at **[Email Address]** or by telephone at **[Phone Number]**. Please inform me of any forms, doctor’s notes, or other information you require to enable this transition into my maternity.

Sincerely

**[NAME]**