TO

**[Receiver Name]**

**[Receiver Title]**

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

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

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

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Maternity Leave Letter

Dear **[Name],**

I am writing to inform you about my pregnancy and intention to take the full maternity leave of **[Number]** weeks. I intend to commence maternity leave on **[Date]**, excluding any unforeseen issues regarding my pregnancy and delivery. My coming back to work is expected to be on **[Date]**.

I intend to make every attempt to complete all my tasks before leaving and should be able to oversee my current project from home. I will do my best to make up for any important meeting upon my return. In my absence, I plan to delegate my current tasks to**[Number]** who knows well the goals and specifics of the current project. He will be able to provide any details on the project during my time off.

I would appreciate it if you could allow me to take time away to prepare for my baby and adjust to life as a new mother. I have been working at **[Name]** Company for three years and look forward to continuing my career here. If there is a need to be contacted for any reason, my email and phone number are placed at the top of this letter.

Herewith, I attached the document confirming my pregnancy. Thank you in advance.

**[Signature]**