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],**

As you know, I am now approaching the end of my pregnancy. I am due **[Date]**  and plan to start my maternity leave on **[Date]**  and return to the office by **[Date]** . Barring any unforeseen issues regarding my pregnancy and delivery, I expect to be back to work at my previous position and workload.

I have been working closely with **[Name]**  and they are prepared to handle my responsibilities while I am away.

If my plans change for any reason, I will let you know as soon as possible.

Thank you for allowing me this time to spend with my newborn.

Yours Sincerely

**[Name]**