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],**

This letter is to inform you that I am pregnant and plan to take maternity leave. My due date is **[Date]**  and I plan to continue working until **[Date]**. I plan to take **[Number]** weeks of maternity leave.

I don't expect to have any problem returning to my current position and delivering the same quality of work I do now.

While I'm on leave I suggest **[Name]**  be in charge of **[Specific Parts Of Your Job]**. If you have any concerns, please let me know so we can address them.

While I'm on maternity leave, I am happy to reply to emails in my available free time, however I ask that phone calls please be avoided. Please let me know if there are any forms you require from me before I go on maternity leave.

Thank you for allowing me to take this time to physically recover and care for my new baby.

Sincerely

**[Name]**