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 **[Name]** are expecting a child, and I plan to take parental leave. My due date is **[Date]** I plan to continue working until **[Date]** or until the baby arrives, whichever comes first. I plan to take **[Number]** weeks of parental leave, with an expected return-to-work date of **[Date].**

During my absence, I suggest **[Name]** be in charge of **[Specific Projects Or Tasks, Possibly Naming Different Co-Workers For Different Tasks]**.I am happy to spend time leading up to my leave bringing them up to speed.

When I return from my parental leave, I’ll be able to return **[Full-Time, Part-Time, Work-From-Home]**.At that time, I can take over **[Name]** once again. At that time, I’ll work with **[Name]**  to get caught up on the status of everything.

While I’m on parental leave, please feel free to contact me at **[Email Address]** and I will respond when I’m able. I’ll stay in touch throughout my leave to ensure a smooth transition back to work.

Please let me know if there’s any additional information or forms, you’ll need from me leading up to my parental leave. If anything changes regarding the status or dates of my leave, I will keep you updated.

Kind regards

**[Name]**