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 this letter to inform you of the news of my pregnancy as well as my intention to take **[Number]** weeks of maternity leave from work. Enclosed with this letter you will find a medical form with my doctor’s confirmation of my pregnancy.

I intend to begin my maternity leave **[Number]**  weeks from now on **[Date]**, and return to the office on **[Date]**  barring any unforeseen complications. I will endeavor to complete all currently unfinished work between now and **[Date]** , and put forth every effort to make up for my absence when I return in **[Date]** .

I will inform you as soon as possible if any changes in this plan should occur. I appreciate your consideration in this matter as I will need the benefit of maternity leave to recover from birth, bond with my child and attend all follow-up visits with my care providers.

I can be contacted throughout my maternity leave via email at **[Email Address]** Please do not hesitate to contact me if any clarification is needed in this matter. Thank you for your consideration.

Yours sincerely,

**[Name]**