TO

**[Receiver Name]**

**[Receiver Title]**

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

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

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

FROM

[Sender Name]

**[Sender Title]**

**Sub:** Maternity Leave Letter

Dear **[Employer Name]**,

I am writing to formally let you know about my pregnancy and intention to take **[Number]**  weeks of maternity leave. My due date if **[Date]** , and I would like to continue working up until the date of my delivery, preferably on a work-from-home basis beginning **[Date]**. Barring any unforeseen circumstances, I anticipate returning to the office **[Date]**.

I plan to make every attempt to complete my high-priority projects before beginning maternity leave. When I am gone, I suggest Justin and Allison oversee my highest-priority work, although please consider this proposal the beginnings of a discussion on how to handle my work.

If you have any questions, I can be contacted via email at **[Email Address]** or by telephone at **[Phone Number]**.

Let me know if you need a doctor’s note or any other information from me. I’ll let you know if anything changes, as pregnancies can be unpredictable. Thank you for allowing me to take this time with my newborn.

With appreciation

**[Employer Name]**