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 advise you that I am expecting a child and will be taking maternity leave. My due date is **[Date]**, and I intend to continue working until **[Date]**, or until your due date or delivery date, whichever comes first. I intend to take **[Number]** weeks out from work for maternity leave.

I don't anticipate any difficulties returning to my existing employment and performing the same level of work that I do today.

While I'm away, I'd like to delegate responsibility for **[Project Name]** to **[Name]**.

Please consider these suggestions to be the start of a discussion on how we will handle my workload. Please let me know if you have any issues so that we can address them.

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

Thank you very much,

**[Name]**