Maternity Leave Letter of Intent – **Sample**

Joan Harris

123 Main St

Real City, MT, 12345

Date: January 1st, 2010

Gary Mugato

456 Avenue Ave

Real City, MT, 12345

Dear Gary Mugato,

I am writing to inform you that I am pregnant and intend on taking maternity leave.

My physician has estimated that the baby is expected on May 23rd, 2010 and I would like to remain working until April 23rd, 2010. I plan to take twelve (12) weeks off and, barring no medical issues or complications, I anticipate no problem with resuming my current position as Senior Accountant following my absence.

If you have any questions, I can be contacted via email at joanharris@email.com or by telephone at (555) 555-5555. Please inform me of any forms, doctor’s notes, or other information you require to enable this transition into my maternity.

Sincerely,

Joan Harris

[Signature]