[Name]  
[Address]  
[Date]  
[Manager name]  
[Business address]

Dear name,

This letter is to inform you that I am pregnant and plan to take maternity leave. My due date is [date] and I plan to continue working until [date or suggest working from home until your due date or delivery]. I plan to take [number] weeks of maternity leave. I don't expect to have any problem returning to my current position and delivering the same quality of work I do now.

While I'm on leave I suggest [name] be in charge of [project name or specific parts of your job]. [Include details of your proposal here.] Please consider these recommendations the beginning of a conversation with how we will handle my workload. If you have any concerns, please let me know so we can address them.

While I'm on maternity leave, please contact me at [email] or [phone number]. [If you plan to work while on maternity leave, mention that here.] Please let me know if there are any forms you require from me before I go on maternity leave. Thank you in advance for allowing me to take this time away so that I can physically recover and care for my new baby.

Kindest regards,

[Handwritten signature]

[Name]