Your Name

Address | Telephone | Email

Date

HR Team send via email

To Whom It May Concern:

*Re: Intention to take Maternity Leave*

This letter is to inform you that I am pregnant and wish to take maternity leave.

My due date is XXXXXX XX, 2019. I would like to continue working until (date, or you can say you’ll work until your due date). I plan to take XXX weeks of maternity leave. I anticipate no problem with resuming my current position and delivering the same high-quality work that I do now.

While I’m on leave please contact me via XXXX@gmail.com or 0400 000 000. This way the baby and I are not disturbed if asleep. *(If you plan on working while on leave mention that here, but don’t feel obliged to you are entitled to your time off).*

Please let me know of any information or forms, such as a Doctors Certificate that you will require from me before or during my maternity leave. I look forward to working with you to ensure a smooth transition to maternity leave and back to work.

If anything changes, I’ll be sure to inform you as pregnancies can be unpredictable. Thank you for allowing me this time away from the office to bond with my newborn. Please let me know if you have any questions.

Regards,

(SIGN)