

Your Name

Your Address

Your City, State, Zip Code

Your Phone Number

Your Email Address

Date

Name

Company Address Address

City, State, Zip Code

Dear Mr. / Mrs. Last Name,

I am writing to inform you of my pregnancy and my intention to take the full maternity allowance of [12 weeks]. I intend to start my maternity leave on [January 21], excluding any unforeseen issues with my pregnancy and delivery. My return back to work is expected to be on [April 15.]

I intend to make every attempt to complete all my tasks before I leave and should be able to oversee X project from home. I will do my best to make up for any important meetings upon my return. In my absence, I plan on delegating my tasks to Kira, the Assistant Supervisor who has been working close to me and knows the operation side of the team. She will be able to answer any questions during my time off.

If my plans change for any reason, I will let you know as soon as possible. I have attached the documents from my doctor confirming my pregnancy. On my return, I hope we can arrange a schedule of reduced working hours so I can ease back into the office.

Thank you in advance for allowing me time away so that I can prepare for my baby and adjust to life as a new mother. I thoroughly enjoy working for [x company] and look forward to continuing my career here. If I need to be contacted for any reason, my personal details can be found at the top of this letter. Do not hesitate to contact me if you require any clarification in my absence.

Kindest Regards,

[sign here]

Rachel