

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally confirm my maternity leave, which I anticipate will begin on [start date] and last until [end date].

As per our previous discussions and in accordance with the company policy, I will ensure that all my responsibilities are managed and delegated prior to my leave. Please let me know if there is any paperwork or additional information you require from me at this time.

Thank you for your understanding and support during this important time.

Sincerely,

[Your Name]
[Your Job Title]