

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position/Title]  
[Company Name] (if applicable)  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally inform you of my upcoming maternity leave. As a self-employed individual, I plan to take the following time off to focus on my family and the arrival of my new baby.

Start Date of Maternity Leave: [Start Date]

End Date of Maternity Leave: [End Date]

During my maternity leave, I will be managing my responsibilities to ensure a smooth transition. [Briefly explain your plans for managing your workload, such as delegating tasks, setting up automatic responses, etc.]

I will ensure all critical projects are completed or handed over before my leave begins. I will be checking emails intermittently, but responses may be delayed. I appreciate your understanding during this time.

Thank you for your support.

Sincerely,

[Your Name]