

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

Dear [Manager's Name],

I am writing to formally notify you of my maternity leave, which I plan to commence on [start date]. As per company policy and my entitlement, I intend to take [number of weeks/months] of leave. I am expected to return to work on [return date].

I have ensured that my current projects are on track, and I will be working closely with my team to ensure a smooth transition. [Optional: You can mention the colleague who will cover your duties during your absence.]

Please let me know if you require any further information or documentation in regard to my leave. Thank you for your understanding and support during this important time.

Sincerely,

[Your Name]
[Your Job Title]