

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of my maternity leave, as per the company policy. My expected due date is [Due Date], and I intend to begin my maternity leave on [Start Date]. I plan to return to work on [Return Date].

During my absence, I will ensure a smooth transition by [briefly describe how you plan to prepare your responsibilities or hand over your tasks].

Thank you for your support during this time. Please let me know if you need any further information or if there are forms I need to complete.

Sincerely,

[Your Name]  
[Your Job Title]