

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

Dear [Manager's Name],

I am writing to formally notify you of my upcoming maternity leave. According to my calculations, my expected due date is [Due Date]. I would like to request maternity leave starting from [Start Date] to [End Date], aligning with [company policy or applicable laws]. During my absence, I am committed to ensuring a smooth transition. I will complete my ongoing projects and provide detailed handover notes for my tasks. I can be reached at [your contact information] if any urgent matters arise.

Thank you for your understanding and support during this significant time in my life. Please let me know if you need any further information or would like to discuss this in more detail.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Department]