

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title or Position (if applicable)]
[Business Name (if applicable)]
[Business Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of my maternity leave plans as I prepare for the arrival of my child. I plan to take maternity leave starting from [start date] and anticipate returning to work on [return date]. During this time, I expect to take [number of weeks/months] off to focus on my family and adjust to this new significant change in my life.

I am committed to ensuring a smooth transition and will work to complete any outstanding projects and responsibilities before my leave begins. I am also happy to discuss a plan for client communications and any pressing duties in my absence.

Thank you for your understanding and support during this time. I look forward to returning to work and continuing our partnership upon my return.

Warm regards,

[Your Name]
[Your Title/Occupation]