

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Principal's Name]
[School's Name]
[School's Address]
[City, State, ZIP Code]

Dear [Principal's Name],

I am writing to formally notify you of my maternity leave. As per my estimated due date, I plan to start my leave on [start date] and will return to work on [return date].

I have ensured that my responsibilities are delegated appropriately and I will work on a transition plan to ensure a smooth handover of my duties.

I am committed to supporting the students and staff during this period.

Thank you for your understanding and support as I prepare for this important time in my life.

Sincerely,

[Your Name]
[Your Job Title]